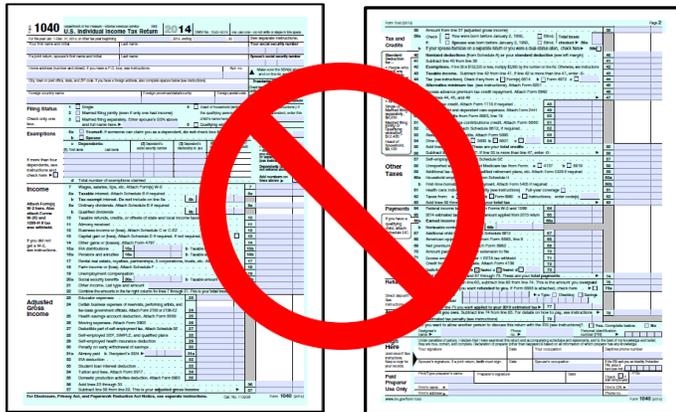


If a Federal Tax Return Transcript is requested for verification, **You must complete one of the following:**

1. Use the **IRS Data Retrieval Tool** within the FAFSA on the web:
 - a. Go to **FAFSA.gov**, log in to your FAFSA record, and select **Make FAFSA Corrections**.
 - b. Navigate to the **Financial Information** section of the form, **Link to the IRS**, and download your tax information.
 - c. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.
2. Electronically request an official **Tax Return Transcript** be mailed to you:
 - a. Go to www.irs.gov and select **Get a Tax Transcript by Mail**.
 - b. Then select **Get Transcript by Mail** and enter your information.
 - c. Select **Return Transcript** for Type of Transcript.
3. Complete a **Request for Transcript of Tax Return Form 4506-T** (available under Financial Aid Forms at www.eastcentral.edu) and fax to (816) 292-6102 or mail to the address on the form.
4. **If you were not required to file taxes:**

In place of a tax transcript, you must provide a completed **4506-T** (available under Financial Aid Forms at www.eastcentral.edu). If you earned income from working, you must provide both a completed **4506-T** and a copy of all **W2's**.

A copy of your tax return cannot be accepted for the purpose of verification.



Upon receipt of your Tax Return Transcript, please email (finaid@eastcentral.edu), mail, or fax to our office (636) 583-6651 along with any other requested documents and include the student's ID or Social Security number on each document.