



## Use the IRS Direct Data Exchange Process

This process can be used when completing or correcting the FAFSA application. You will be required to give your consent to have your 2022 federal income tax information uploaded from the Internal Revenue Service (IRS) into the FAFSA. This is available to the student and/or parent tax filer within 2 to 3 weeks after electronically filing your 2022 Federal income tax return (6-8 weeks if the tax return is filed by paper) and paying your IRS tax liability, if applicable. This is the fastest, easiest and most accurate method to include your final 2022 Federal income tax information on the FAFSA.

## OR You May Use the IRS Tax Return Transcript Request Process

2022 Federal income tax filers (students and parents) who elect not to use the IRS Direct Data Exchange process must submit a 2022 IRS Tax Return Transcript to the Student Financial Planning Office. To request a return transcript free of charge from the IRS, select the one of the following methods. Your 2022 Federal income tax return must be accepted by the IRS and you must have paid your 2022 IRS tax liability, if applicable, before you may request a transcript.

### On-line:

1. Go to [www.irs.gov](http://www.irs.gov)
2. Click on the “**Get your tax record**”.
3. You may click on the “**Get transcript online**” blue box and follow the instructions that will allow you to print out **2022** return transcript(s) immediately **OR**
4. You may click on the “**Get transcript by mail**” blue box and enter the tax filer’s Social Security Number, date of birth, street address, and zip code. (Be sure to use the **exact** address currently on file with the IRS). Click Continue; under Select Transcript Type choose, “**Return Transcript**” and under Select Tax Year, select “**2022**”. If successfully validated, tax filers can expect to receive paper IRS Tax Transcript(s) in the mail within 5 – 10 days **OR**
5. By Automated Telephone Request by dialing 1-800-908-9946 and following the prompts. Transcript is generally received within 5-10 business days from the IRS’s receipt of the telephone request.

*\*\*If you are unable to obtain the required 2022 Federal Tax Return Transcript(s) by using one of the above methods you will need to contact the IRS at 1-800-829-1040, then choose option #1, option #2, option #1, option #2 or visit your local Internal Revenue Service Office to obtain a copy.*

## Process for Parent Non-Tax Filers

Parents who are not required to file 2022 Federal income taxes **must complete the enclosed IRS Form 4506-T and return to the IRS so that a Verification of Non-Filing letter from the IRS, as required by the Department of Education for verification, can be requested. Once the Non-Filing letter is received from the IRS, please send to Westminster College, Attn: Financial Aid Office, 501 Westminster Avenue, Fulton, MO 65251**