

Make a FAFSA Correction by Using the IRS Data Retrieval Process **OR**

This process is available to the student and/or parent tax filer within 2 to 3 weeks after electronically filing your 2021 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 way to include your final 2021 Federal income tax information on the FAFSA application.

1. Go to <https://studentaid.gov/h/apply-for-aid/fafsa>.
2. Log into your FAFSA record.
3. Select “Make FAFSA Corrections”.
4. Navigate to the Financial Information section of the FAFSA application for the student and parent (dependent students).
5. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into your 2023-2024 FAFSA.

Use the IRS Tax Return Transcript Request Process

2021 Federal income tax filers (students and parents) who elect not to use the IRS Data Retrieval Process or do not qualify to use the IRS Data Retrieval Process must submit a 2021 IRS Tax Return Transcript to the Financial Aid Office if selected for verification. To request a return transcript free of charge from the IRS, select one of the following methods. Your 2021 Federal income tax return must be accepted by the IRS and you must have paid your 2021 IRS tax liability, if applicable, before you may request a transcript.

On-line:

1. Go to www.irs.gov
2. Click on “**Get Your Tax Record**”.
3. You may click on the “**Get Transcript Online**” box and follow the instructions that will allow you to print out your **2021** return transcript(s) immediately **OR**
4. You may click on the “**Get Transcript by Mail**” 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; In the Type of Transcript drop-down box choose, “**Return Transcript**” and in the Tax Year drop-down box, select “**2021**”. If successfully validated, tax filers can expect to receive paper IRS Tax Transcript(s) in the mail within 5 – 10 days.

***If you are unable to obtain the required 2021 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 2021 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, can be requested. Once received please send to Westminster College, Attn: Financial Aid Office, 501 Westminster Ave., Fulton, MO 65251**