

Use the IRS Direct Data Exchange Process

This process can be used when completing or correcting the FAFSA application if you haven't already used it. You will be required to give your consent to have your 2023 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 2023 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 2023 Federal income tax information on the FAFSA.

On-line:

1. Go to www.irs.gov
2. Click on “**Get Your Tax Record**”.
3. You may click on the “**Sign in to your online account**” box and follow the instructions that will allow you to print out your **2023** 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; under Select Transcript Type choose, “**Return Transcript**” then under Select Tax Year, select “**2023**”. 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 2023 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 for English or 2 for Spanish, option 2, option 1, option 2 or visit your local Internal Revenue Service Office to obtain a copy or you may provide a **signed** copy of your 2023 Federal Tax Return with all Schedules included.*

Process for Parent Non-Tax Filers

Parents who are not required to file 2023 Federal income taxes **must provide a signed statement certifying that they were not required to file a 2023 federal income tax return; along with copies of all 2023 W-2(s). If no W-2s they must include a statement listing the sources and amounts of earnings, other income, and resources that supported them for the 2023 tax year.**

Please send this documentation to:

**Westminster College
Attn: Financial Aid Office
501 Westminster Avenue
Fulton, MO 65251**

or

Email to financialaid@wcmo.edu