

TAX RETURN TRANSCRIPT OPTIONS:

If a tax return transcript is requested, please complete the following steps:

1. Request an official 2012 Tax Return Transcript
 - a. By phone: 1-800-908-9946
 - b. Electronically: visit the IRS webpage at www.irs.gov
 - c. Complete the 4506-EZ form and fax to (816) 292-6102

This process takes 7-10 business days for you to receive an official copy. The office of Financial Aid is not able to make this request for you.

- d. Visit a local IRS office to obtain a copy in person:

CHESTERFIELD	1122 Town and Country Commons Chesterfield, MO 63017	Monday-Friday 8:30am – 4:30pm (Closed for lunch 12:30-1:30)	(314) 612-4002
EARTH CITY	111 Corporate Office Dr. Earth City, MO 63045	Monday-Friday 8:30am – 4:30pm	(314) 612-4002
JEFFERSON CITY	3702 W. Truman Blvd. Jefferson City, MO 65109	Monday-Friday 8:30am – 4:30pm (Closed for lunch 1:00-2:00)	(573) 635-6827
ST. LOUIS	1222 Spruce St. St. Louis, MO 63103	Monday-Friday 8:30am – 4:30pm	(314) 612-4002

2. When the document has been received, please email (finaid@eastcentral.edu) or fax the forms to our office (636-583-6651) with the student's ID or Social Security number on the form.

If you are unable to obtain an official 2012 Tax Return Transcript via the above options and need further assistance, you may contact:

1. The Taxpayer Advocate Service 1-877-777-4778 or in St. Louis 1-314-612-4610, or
2. The IRS 1-800-829-0922 and do the following when prompted:
 - a. Request English or Spanish
 - b. Then **DO NOT** press any numbers for any of the options given and eventually your call will be transferred to an IRS agent who can assist you.