## IRS Federal Tax Return Transcripts (*DO NOT* order tax account transcripts, they will not be accepted for verification)!

You have been selected for a process called "verification" by the Department of Education. We must obtain the required documents regarding your federal tax information to clear your status.

For the 2012-2013 academic year the Department of Education is now requiring students, spouse and/or parents to submit copies of their IRS federal tax return transcripts instead of copies of the tax forms. Our office cannot accept copies of the federal tax forms (1040A, 1040, etc). We ***MUST*** receive the IRS transcript.

*You can obtain the tax return transcripts by:*

- Calling (800) 908-9946
  - Enter your Social Security Number
  - Enter the number for your street address
  - Select "Option 2" to request the tax return transcript & appropriate year
- Requesting them online at: www.irs.gov
  - select "Order a Transcript"
  - Enter your Social Security Number, Date of Birth and address
  - Click continue
  - Select the tax return transcript & the appropriate year
- Visit your local IRS office

Please allow 5 – 10 days to receive the tax return transcript. You can fax, scan or deliver the tax return transcript to our office.

*****WE CANNOT PROCESS YOUR FINANCIAL AID UNTIL WE RECEIVE THE REQUIRED DOCUMENTS*****

Please contact the Financial Aid Office if you have any questions:

Phone: (812) 535-5100 * Fax (812) 535-5113

Email: finaid@smwc.edu

Website: www.smwc.edu