



## SAINT MARY-OF-THE-WOODS COLLEGE

### **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.

*You have two options for verifying your federal tax information:*

1. You can update your 2015-2016 FAFSA (Free Application for Student Federal Aid) by going to: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and using the IRS DRT (IRS Data Retrieval Tool). Make sure you go to the last page of the correction and “submit” to ensure your information was submitted.

If the information is accepted, this process will eliminate the need to obtain an IRS Tax Return Transcript. Once you use the IRS DRT, you cannot change the data entered or a tax return transcript will be required.

2. You can order an IRS Tax Return Transcript 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](http://www.irs.gov)
    - select “Get Transcript of your Tax Records”
    - You can chose “Get Transcript Online” to view and print transcript immediately or “Get Transcripts By Mail”
    - For Online; follow the prompts to create an account. For Mail; enter your social security number, date of birth and address; click continue
    - Complete the personal information fields with the information from your most recent filed tax return.
    - Click continue
    - Select the tax return transcript & the appropriate year
  - Visit your local IRS office; most offices can print your tax return transcript for you

Please allow 5 – 10 days to receive the tax return transcript by mail. 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](mailto:finaid@smwc.edu) Website: [www.smwc.edu](http://www.smwc.edu)**