



**OFFICE OF FINANCIAL AID**

**Requesting 2015 Tax Documents from the IRS**

Students selected for Verification by the Federal Student Aid Programs must provide documentation of their 2015 income tax status. Instructions are provided for obtaining the required documents based on filing status.

**If you (your parent or spouse) filed a 2015 tax return**

**Recommended:** First, we suggest that you attempt to use the **Data Retrieval Tool** (Link to IRS button) on your FAFSA by returning to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and selecting the *Make Corrections* link. Students who import their tax data from the IRS with the Data Retrieval Tool will satisfy the tax return transcript requirement. The SRTC Financial Aid Office can assist you with this process.

If you are unable to use the **Data Retrieval Tool** within the FAFSA, you should request a **2015 Record of Account** or a **2015 Tax Transcript** from the IRS through one of the means described below. A copy of a Federal 1040 does NOT meet the tax return transcript requirement. You must obtain a **2015 Record of Account** or a **2015 Tax Transcript**.

**If you (your parent or spouse) DID NOT file a 2015 tax return**

You should request **Verification of Non-Filing** from the IRS through one of the means described below.

**Contacting the IRS** to obtain a 2015 Record of Account, 2015 Tax Transcript, or Verification of Non-Filing

<p><b>Online via the IRS website</b></p>	<p><a href="http://www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a> You may request to receive your documents by mail or print off a copy from the website.</p>
<p><b>By Phone</b></p>	<p><b>1-800-908-9946</b> You may request to receive your documents by mail. It can take 5 to 7 business days.</p>
<p><b>In Person at a local IRS Office</b> The IRS Office may, <i>at its discretion</i>, provide a copy of your tax documents. Appointments are recommended.  To schedule an appointment with a local IRS Office, call (844) 545.5640.</p>	<p><b>Albany IRS Office</b> 235 Roosevelt Ave Albany, GA 31701 Hours: Monday – Friday, 8:30 am to 4:30 pm (229) 405.6649  <b>Tallahassee IRS Office</b> 1211 Governor’s Square Blvd Tallahassee, FL 32301 Hours: Monday – Friday, 8:30 am to 4:30 pm (850) 402.8659</p>

**Moultrie**

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229.891.7010 fax

**Thomasville**

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Thomasville, GA 31792  
229.225.5036 phone  
229.227.2727 fax

**Tifton**

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229.386.3164 phone  
229.391.2626 fax