



OFFICE OF FINANCIAL AID

Requesting 2016 Tax Documents from the IRS

Students selected for Verification by the Federal Student Aid Programs must provide documentation of their 2016 income tax status. Instructions are provided for obtaining the required documents based on filing status.

If you (your parent or spouse) filed a 2016 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 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 **2016 Record of Account** or a **2016 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 **2016 Record of Account** or a **2016 Tax Transcript**.

If you (your parent or spouse) DID NOT file a 2016 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 2016 Record of Account, 2016 Tax Transcript, or Verification of Non-Filing

<p>Online via the IRS website</p>	<p>www.irs.gov/Individuals/Get-Transcript You may request to receive your documents by mail or print off a copy from the website.</p>
<p>By Phone</p>	<p>1-800-908-9946 You may request to receive your documents by mail. It can take 5 to 7 business days.</p>
<p>In Person at a local IRS Office 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>Albany IRS Office 235 Roosevelt Ave Albany, GA 31701 Hours: Monday – Friday, 8:30 am to 4:30 pm (229) 405.6649 Tallahassee IRS Office 1211 Governor’s Square Blvd Tallahassee, FL 32301 Hours: Monday – Friday, 8:30 am to 4:30 pm (850) 402.8659</p>

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Moultrie, GA 31788
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229.891.7010 fax

Thomasville

15689 U.S. Highway 19 North
Thomasville, GA 31792
229.225.5036 phone
229.227.2727 fax

Tifton

52 Tech Drive
Tifton, GA 31794
229.386.3164 phone
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