



**OFFICE OF FINANCIAL AID**  
**Providing 2017 Tax Documents**

Students selected for Verification by the Federal Student Aid Programs must provide documentation of their 2017 income tax status. Instructions are provided for obtaining the required documents based on filing status.

**If you (your parent or spouse) filed a 2017 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.gov](http://www.fafsa.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 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 may request a **2017 Record of Account** or a **2017 Tax Return Transcript** from the IRS through one of the means described below. A SIGNED copy of your (and parent or spouse) 2017 IRS Federal Tax Return will also be acceptable.

**If you (your parent or spouse) DID NOT file a 2017 tax return**

You should request **Verification of Non-Filing** from the IRS through one of the means described below. You should also submit our Affidavit of Non-Filing Status for 2017.

**Contact the IRS to obtain a 2017 Record of Account, 2017 Tax Return Transcript, or Verification of Non-Filing**

**Online via the IRS website**

[www.irs.gov/Individuals/get-transcript](http://www.irs.gov/Individuals/get-transcript)

You may request to receive your documents by mail or print off a copy from the website.

**By Phone**

**1-800-908-9946**

You may request to receive your documents by mail. It can take 5 to 7 business days.

**In Person at a local IRS Office**

The IRS Office may, *at its discretion*, provide a copy of your tax documents.

**Appointments are recommended.**

To schedule an appointment with a local IRS Office, call (844) 545.5640.

**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

**Bainbridge**

2500 E. Shotwell Street  
Bainbridge, GA 39819  
888.205.3449 phone  
229.248.2623 fax

**Moultrie**

800 Veterans Parkway North  
Moultrie, GA 31788  
229.217.4131 phone  
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  
229.391.2626 fax