

Southwestern Michigan College

How to Provide 2018 Parent Tax Information for the 2020-21 FAFSA and for Verification Purposes

The best way to verify income is by using **the IRS Data Retrieval Tool** that is part of FAFSA on the Web. Below are instructions and options for providing the correct financial aid information for verification purposes.

Using the IRS Data Retrieval Tool (if the parent has not already used the tool):

Go to FAFSA.gov and log in as a returning user to the student's FAFSA record, select "Make FAFSA Corrections". Go to the Financial Information section of the form and follow instructions to determine if the parent is eligible to use the Data Retrieval Tool to transfer their 2018 IRS income tax information into the student's FAFSA. Once the tax information has been transferred, re-submit the FAFSA.

If unable or chooses not to use the IRS Data Retrieval Tool in the FAFSA application:

The parent must submit either a **SIGNED copy of their 2018 tax return and applicable schedules or a 2018 IRS tax return transcript** to the school. A 2018 IRS tax return transcript may be obtained through the following means: **Please be sure to include the student's name and SMC ID number on each document.**

- **Online-** Go to www.irs.gov, under the Tools heading, click "Get Your Tax Record." Click "Get Transcript ONLINE." The parent will need to register an account in order to use this service, but if successful can access a pdf copy of their tax return transcript immediately. Make sure to request the "IRS Tax Return Transcript" **AND NOT the "IRS Tax Account Transcript."**
- **By Mail-** Go to www.irs.gov, click "Get My Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" **AND NOT the "IRS Tax Account Transcript."** Allow 5-15 business days for delivery.
- **Automated Telephone Request-** 1-800-908-9946 to request a transcript by mail. Allow 5-15 business days for delivery.
- **Paper Request Form-** IRS Form 4506-T EZ or IRS form 4506T (available at www.irs.gov).

***Note:** If the parents filed separate tax returns (for example, married filing separately) the IRS Data Retrieval Tool cannot be used and either signed 2018 tax returns and applicable schedules or IRS tax return transcripts must be provided for each. Notify the financial aid office if the parent(s) had a change in marital status **after December 31st, 2018.**

If the parents amended their 2018 federal tax return, they must also provide a signed copy of the 1040X form (amended return) filed.

2018 tax returns and tax return transcripts can be mailed to SMC's financial aid office at:

Southwestern Michigan College Financial Aid
58900 Cherry Grove Rd.
Dowagiac, MI 49047

Please be sure to include the student's name and SMC ID number on each document. Returns and transcripts can also be emailed to finaid@swmich.edu, or faxed to 269-783-2114. *Please note that submission of forms electronically should be encrypted to protect any personal or confidential information.* Parents should submit required documentation to the financial aid office within two weeks of this request, or as soon as the documents are received from the IRS, to avoid delays in processing. Financial aid eligibility cannot be determined until all required information has been received and reviewed.

Call the financial aid office at 269-783-2143 if you have any questions about this process.