

# Southwestern Michigan College

## How to Provide 2018 Student 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 your FAFSA record, select “Make FAFSA Corrections”. Go to the Student Financial Information section of the form and follow instructions to determine if you are eligible to use the Data Retrieval Tool to transfer your 2018 IRS income tax information into the FAFSA. Once the tax information has been transferred, re-submit the FAFSA.

### **If student is unable or choose not to use the IRS Data Retrieval Tool in the FAFSA Application:**

Then you must submit either a **SIGNED** copy of your 2018 tax return and applicable schedules or 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 your 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 you are married, and you and your spouse filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and either 2018 tax returns and applicable schedules or IRS tax return transcript(s) must be provided for each of you. Notify the financial aid office if you had a change in marital status **after December 31<sup>st</sup>, 2018.**

If you (or your spouse) amended their 2018 federal tax return, you must provide a tax return transcript as well as 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 your name and SMC ID number on each document.** Returns and transcripts can also be emailed to [finaid@swmich.edu](mailto: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.