

IRS Documentation

Tax Filers:

Your file has been chosen for verification, and we have to verify the tax information you submitted on the FAFSA. This best way to handle this listed below:

Telephone Request Instructions:

- Call the IRS at **1-800-908-9946**
- Tax filers must follow prompts to enter information.
- Select “Option 2” to request an IRS Tax Return Transcript and then enter “2015”.
- Once successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript within 5 to 10 days.

Online Instructions:

- Go to www.irs.gov/transcript and click *Get Transcript ONLINE* or *Get Transcript by Mail*.
 - Follow online instructions to request a copy of your **2015** Tax Return Transcript.

****Once received, please mail IRS Tax Return Transcript to: South Arkansas Community College, Attn: Financial Aid, P.O. Box 7010, El Dorado, AR 71731 or fax to 870-864-7167.*

Nontax Filers:

The applicant, the applicant’s spouse, or the applicant’s parent(s) that did not file a **2015** tax return, must provide:

- A signed statement certifying that the individual has not filed and is not required to file a **2015** income tax return, and a listing of the sources of any **2015** income earned by the individual from work and the amount of income from each source, and;
- A copy of IRS Form W-2, or an equivalent document, for each source of **2015** employment income received by the individual.

Verification of 2015 Income for Individuals with Unusual Circumstances

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year **2015** must provide:

- A **2015 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed) for the **2015** tax year; **and**
- A signed copy of the **2015** IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with IRS.
- If line 15 on the 1040X has Form 8962 checked, also attach Form 8962 with the Amended Tax Return.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

A victim of IRS identity theft who has been unable to obtain a **2015 IRS Tax Return Transcript** must provide a signed copy of the **2015** paper IRS income tax return that was filed with IRS and a signed copy of the IRS Form 14039 “Identity Theft Affidavit” if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and** a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related theft. The Statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; or
- A copy of a police report if it was filed related to the IRS identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

If an individual filed or will file income tax with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that tax return(s).