

What is a Tax Return Transcript?

The government selects about one-third of all FAFSA's for a process called Verification. In this process, we are required to compare information from your FAFSA with your actual tax return. This means you must obtain a Tax Return Transcript from the IRS (not a 1040 tax return). Below are instructions on how to provide a Tax Return Transcript.

What do I have to provide so my FAFSA can be verified?

- **MOST students** have to complete a Verification Worksheet. The 2016-2017 Verification Worksheet is available on our Forms page at www.sagu.edu/financialaid. You may also email us at financialaid@sagu.edu to request that a Verification Worksheet be sent to you.
- **DEPENDENT students** typically must provide income information from your and your parents' 2015 taxes. (See section below entitled "How can I provide my 2015 tax information?")
- **INDEPENDENT students** typically must provide income information from your and your spouse's 2015 taxes. (See section below entitled "How can I provide my 2015 tax information?")
- As required, the Financial Aid Office may ask you to submit other documentation.

How can I provide my 2015 tax information?

The federal government will no longer allow students to submit a copy of their IRS Form 1040 for verification. In addition, there is currently no longer the option to import your tax information into the FAFSA. The IRS disabled that option due to security concerns. **There is only one acceptable method to provide tax information.**

Students/parents MUST request a "Tax Return Transcript" directly from the IRS.

How to Request a 2015 IRS Tax Return Transcript:

- **ONLINE:** Students may order a Tax Return Transcript Online at <http://www.irs.gov/Individuals/Order-a-Transcript>. You have the option get your transcript online or get it by mail. Please choose the online option as you will be able to receive an electronic version of your IRS Tax Return Transcript immediately after creating an account. Dependent students should make sure to request a Tax Transcript for both the student and their parents. If the online option does not work, then you can request that a paper tax return transcript be mailed to you from that same website.
- **PHONE:** Call 1-800-908-9946 to order a tax return transcript through the IRS automated service.
- **IRS FORM 4506-T:** Students may order a Tax Return Transcript and have it mailed directly to SAGU by completing Form 4506-T which is available online at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>. You can request it to be mailed directly to SAGU on Line 5 of the form.

You can submit an IRS Tax Return Transcript, Verification Worksheet, and any other required documents via:

Mail: SAGU Financial Aid, 1200 Sycamore St, Waxahachie, TX 75165, **Fax:** (972)923-8143, or **Email:** financialaid@sagu.edu