



OFFICE OF FINANCIAL AID
Providing 2018 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 2018 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 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 **2018 Record of Account** or a **2018 Tax Return Transcript** from the IRS through one of the means described below. A SIGNED copy of your (and parent or spouse) 2018 IRS Federal Tax Return will also be acceptable.

If you (your parent or spouse) DID NOT file a 2018 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 2018.

Contact the IRS to obtain a 2018 Record of Account, 2018 Tax Return Transcript, or Verification of Non-Filing

Online via the IRS website

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

Currently the IRS is only accepting transcript requests online. Please visit www.irs.gov/individuals/get-transcript

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