

## What is Acceptable as Verified Tax Information?

### Option 1

Provide a copy of your 2018 Tax Return. Federal guidelines require that copies provided to the financial aid office must be signed by the tax filer. On joint returns, a signature from ONE of the tax filers is required.

### Option 2

Provide a copy of your 2018 IRS Tax Return Transcript. This document can be obtained from the IRS using one of the options listed below.

## How Do I Obtain an IRS Tax Return Transcript?

1. Go <https://www.irs.gov/individuals/get-transcript>
2. Try to **Get Transcript ONLINE**. If unable to do so, you can **Get Transcript by MAIL**.

### Request Online

#### What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

#### What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

**Get Transcript Online**

### Request by Mail

#### What You Need

To use this service, you need your:

- [SSN](#) or [Individual Tax Identification Number \(ITIN\)](#),
- date of birth, and
- mailing address from your latest tax return

#### What You Get

- Return or Account [transcript types](#) delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

**Get Transcript by Mail**

If you successfully create an account on the IRS website using the Get Transcripts Online option, you will have access to many documents that you can print immediately. The most common document needed for financial aid verification purposes is the TAX RETURN TRANSCRIPT. Be sure to print the document for the correct tax year.

If you successfully request documents to be mailed, you will see a message stating that your request has been accepted and you will receive your tax return transcript via US mail within 5-10 business days. If unsuccessful you will be given further options for acquiring the required information.

**Mail to:**  
Southeast Tech Financial Aid  
2320 N Career Ave  
Sioux Falls, SD 57107

**Fax To:** (include front & back of all pages)  
605-367-8305

**Scan and Email to:**  
[financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu)

**Pictures of documents will not be accepted**

**Students or parents who mail these tax documents to STI are encouraged to keep a copy for your records.**