



SAMPSON COMMUNITY COLLEGE

P.O. Box 318
Clinton, NC 28329

Office of Financial Aid
finaid@sampsoncc.edu
910.900.4320

2024-2025 Verification Instructions/IRS Tax Transcript Process

Your application was selected for review in a process called “Verification.” Verification is a process mandated by the U.S. Department of Education that requires schools to gather additional documentation to check the accuracy of information submitted on the FAFSA. We can accept the following tax documents for verification, per the Department of Education regulation.

1. **A 2022 IRS Tax Return Transcript (see below for ways to request)**
2. **A copy of your 2022 Individual Income Tax Return (signed and dated)**
3. **An updated FAFSA using the IRS Data Retrieval Tool**
 - a. If you did not use the **IRS Data Retrieval Tool** when completing the FAFSA, log into your account at www.studentaid.gov and update your tax information using the **IRS Data Retrieval Tool** option. Using this option will be significantly faster than requesting a tax return transcript from the IRS. **Please note: Due to verification being based on the prior 2021 tax year, individuals with special cases may be unsuccessful in using the IRS Data Retrieval Tool. You may have to use option #1 or #2.**
 - b. If you are unable to use the IRS Data Retrieval Tool, please submit a **signed** copy of your **2022 Individual Income Tax Return** or request a **2022 IRS Tax Return Transcript** as quickly as possible using one of the following methods.

WAYS TO REQUEST TAX RETURN TRANSCRIPT

- **Request Online:**
 1. Go to www.irs.gov.
 2. Select “Get Your Tax Record”
 3. If you want an electronic version of your transcript, select “Get Transcript Online”
 4. If you don’t have an existing IRS username or ID.me account, have your photo identification ready.
 5. Once logged in, select the option for **2022 Tax Return Transcript**, NOT IRS Tax Account Transcript.
 6. View/print a PDF version of your return transcript, then bring a copy to SCC.
- **Request by Mail:**
 1. Go to www.irs.gov.
 2. Select “Get Your Tax Record”
 3. Select “Get Transcript by Mail”
 4. You will need our Social Security #, Date of Birth, mailing address and zip code from your 2022 Individual Income Tax Return
 5. Select the option for **2022 Tax Return Transcript**, NOT IRS Tax Account Transcript.
 6. Request for tax transcript to be mailed directly to your address, then bring a copy to SCC.
- **Telephone Request:** 1-800-908-9946 (IRS Transcript Order Line)
- **Paper Request Form:** Complete and mail or fax the IRS Form [4506-T](https://www.irs.gov/forms-pubs/getting-started) (Request for Transcript of Tax Return). Access the forms online at www.irs.gov. These forms are also available in Student Services.



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- **IRS Local Office Location:** If you are unable to successfully request a 2022 tax transcript in the above manner, visit <https://www.irs.gov/help/contact-your-local-irs-office> to find an office near you.

Our office would prefer that tax transcripts be mailed directly to you, NOT Sampson Community College Financial Aid Office. When you receive your transcript, always add your student name and SCC ID or date of birth before mailing or dropping it off in our office.

01/2024