



# WHAT IS ACCEPTABLE AS VERIFIED TAX INFORMATION?

## Option 1

Provide a copy of your 2021 Tax Return including ALL schedules that were filed along with the 1040 Form. Federal guidelines require copies provided to the financial aid office be signed by the tax filer. On joint returns, signature from ONE of the tax filers is required.

## Option 2

Provide a copy of your 2021 IRS Tax Return Transcript. This document can be obtained from the IRS using one of the options listed below. Your IRS Tax Return Transcript will already include all schedules that were filed. This document does NOT require a signature.

## 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

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:

Financial Aid  
Southeast Technical College  
2320 N Career Ave  
Sioux Falls, SD 57107

#### Fax to:

*Include front and back of all pages*  
605-367-8305

#### Scan and email to:

[financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu)

Picture of documents will not be accepted.

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