



HOBART AND WILLIAM SMITH
COLLEGES
Office of Financial Aid

Proof of Income for Verification Process 2023-2024

Students selected randomly by the Department of Education, or by our office, for verification, who have filed a Federal tax return, must submit proof of income to the Office of Financial Aid by using one of the two following methods. These steps will need to be completed for both parent(s) and student, if applicable.

1. You may submit a signed copy of your 2021 Federal income tax return and the applicable schedules that were filed with the IRS (or other relevant tax authority of a U.S. territory). **Parents who are married and file separate tax returns must each submit a signed copy of their 2021 income tax return to our office.**

Or

2. You may order your 2021 IRS tax return transcript (not a tax account transcript). The Transcript may be requested online at <https://www.irs.gov/individuals/get-transcript> or by mail at or by calling 1-800-908-9946. Note that your 2021 taxes must be filed to request a tax transcript. If you filed your tax return electronically, the IRS's return processing takes from 2 to 4 weeks before a transcript becomes available. If you mailed your tax return, it takes about 6 weeks. Follow the instructions to get your transcript mailed to you; allow 5-10 business days. Do not use the 3rd party option for forwarding a transcript to the school's address. Transcripts will be sent to the address listed on your 2021 tax returns. You will need to send a copy of all pages, (front and back), via fax, scan and email, or U.S. mail to our address, above. **Parents who are married and file separate tax returns, must each request a copy of their tax transcript and submit a copy to our office.**

Non-Tax Filers who earned income from work must submit the following:

1. 2021 W-2 Forms from all employers.
2. Indicate wages earned on the signed **HWS Verification Worksheet**.