



HOBART AND WILLIAM SMITH
COLLEGES

**Proof of Income for Verification Process
2022-2023 Aid Year**

Office of Financial Aid
300 Pulteney Street, Geneva NY 14456
Phone: 315-781-3315 **Fax:** 315-781-4048
Email: finaid@hws.edu

Students selected for verification who have filed a tax return must submit proof of income to the Office of Financial Aid. You may do so by using one of the three 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 the income tax return and the applicable schedules that were filed with the IRS (or other relevant tax authority of a U.S. territory) for 2020 (for the 2022-23 aid year).

OR

2. You may order your 2020 IRS Tax RETURN Transcript (not a tax account transcript) from the IRS website at www.irs.gov/Individuals/Get-Transcript. Follow their instructions to get your transcript mailed to you. Please note this will take 5-10 business days. It's important that you do not use the 3rd party option to forward a transcript to the school's address. Transcripts must be sent to the address listed on your 2020 tax return. You will then need to send us a copy of all pages of the transcript(s), front and back, via scan and email, or postal mail. **Married couples who filed separately must request a transcript for each parent and submit them both to our office.**

OR

3. You may order your 2020 IRS Tax RETURN Transcript (not a tax account transcript) from the IRS by calling 800-908-9946. Please do not use the 3rd party option to forward a transcript to the school's address. Transcripts will be sent to the address listed on your 2020 tax return. You will then need to send us a copy of all pages, front and back, via scan and email, or postal mail. **Married couples who filed separately must request a transcript for each parent and submit them both to our office.**

NON-TAX FILERS who earned income from work must submit the following:

1. 2020 W-2 Forms from all employers.
2. Indicate wages earned on a signed **HWS Verification Worksheet**.