



HOBART AND WILLIAM SMITH
COLLEGES

Proof of Income for Verification Process 2021-2022 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 randomly by the Department of Education or by our office for verification who have filed a 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 order your 2019 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; 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 2019 tax returns. You will then need to send us a copy of all pages, front and back, via fax, 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

2. You may order your 2019 IRS Tax RETURN Transcript (not a tax account transcript) from the IRS by calling 800-908-9946. 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 2019 tax returns. You will then need to send us a copy of all pages, front and back, via fax, 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. 2019 W-2 Forms from all employers.
2. Indicate wages earned on a signed **HWS Verification Worksheet**.