



HOBART AND WILLIAM SMITH  
COLLEGES

## Proof of Income for Verification Process 2018-2019 Aid Year

Office of Financial Aid  
Demarest Hall, 300 Pulteney Street, Geneva NY 14456  
Phone: 315-781-3315 Fax 315-781-4048  
Email: [finaid@hws.edu](mailto: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 2016 IRS Tax RETURN Transcript (not a tax account transcript) from the IRS website at [www.irs.gov/Individuals/Get-Transcript](http://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 3<sup>rd</sup> party option for forwarding a transcript to the school's address. Transcripts will be sent to the address listed on your 2016 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 2016 IRS Tax RETURN Transcript (not a tax account transcript) from the IRS by calling 800-908-9946. Do not use the 3<sup>rd</sup> party option for forwarding a transcript to the school's address. Transcripts will be sent to the address listed on your 2016 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. 2017 W-2 Forms from all employers.
2. Indicate wages earned on a signed **HWS Verification Worksheet**.