

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

Dear Student,

IMPORTANT: Due to federal regulations, Sul Ross State University WILL NOT be able to accept a copy of any filed 1040 form. Only a FEDERAL TAX TRANSCRIPT FROM THE IRS is acceptable documentation for verification.

As part of the verification process, you must provide Sul Ross State University with a **2016 Federal Tax Return Transcript** from the **IRS** for yourself and your parents (if you are a dependent student).

Verification is a federal requirement whereby schools must verify the information students and their parents provide on the FAFSA to ensure its accuracy. After you turn in all required documents, the Financial Aid Office will compare the information with your FAFSA data and corrections will be made if errors are found. Since verification must be completed before your federal financial aid can be disbursed, it is vital to send accurate and complete information as quickly as possible.

As you did not transfer tax information directly from the IRS when you completed the FAFSA, the federal government requires you to provide a **Federal Tax Transcript from the IRS** and complete a verification worksheet.

How to Obtain a Tax Return Transcript from the IRS

There are a number of ways to obtain a copy of your Federal Tax Return Transcript from the IRS, but there are significant delays involved, so please plan ahead:

Online request at <http://www.irs.gov/Individuals/Get-Transcript>

- a. Click on 'Get Transcript by mail' to receive it via 'Mail'
- b. Make sure to select **Tax Return Transcript, Tax Account/Record of Account/Wage and Income form will not be accepted**
- c. Submit a copy of your (and your parents if you are a dependent student) Tax Return Transcript to the Financial Aid Office

Please feel free to visit www.sulross.edu or call the appropriate Financial Aid Office if you have further questions.

Sincerely,

Financial Aid Staff
Sul Ross State University

Center for Enrollment Services
P.O. Box C-2
Alpine, TX 79832
Phone: (432) 837-8050
Fax: (432) 837-8411
E-mail: fa@sulross.edu

Office of Financial Aid
3107 Bob Rogers Drive
Eagle Pass, TX 78852
Phone: (830) 758-5021
Fax: (830) 758-5019
E-mail: rgcfao@sulross.edu

Office of Financial Aid
2623 Garner Field Road
Uvalde, TX 78801
Phone: (830) 279-3008
Fax: (830) 279-3009
E-mail: rgcfao@sulross.edu

Office of Financial Aid
205 Wildcat Drive
Del Rio, TX 78840
Phone: (830) 703-4824
Fax: (830) 703-4810
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