

Verification Requirements

If the Federal Processing Center selects you to complete the federal verification process, you are required to document federal income tax information.

To complete the requirement you need to request an IRS Tax Return Transcript.

IRS Tax Return Transcript

To request a Tax Return Transcript, follow these steps:

- Go to irs.gov and select “Get a Tax Transcript” under “Tools” section. There are two options:
 - Select “Get Transcript Online” to create an account that will allow you to retrieve and print your transcript
 - Select “Get Transcript by Mail” to have a copy mailed to the address on file with the IRS. Allow 5-10 business days for your request to be processed.
- Enter tax payer information as stated on tax return and select “Return Transcript” as the type
- You will need to submit a copy of the transcript to the Hope College Office of Financial Aid