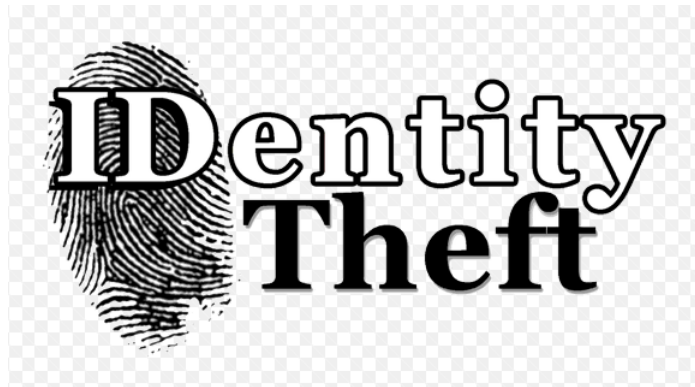


Victim of Identity Theft?



If you are a victim of identity theft, you will not be able to use the IRS Data Retrieval Tool or request a Tax Return Transcript until the issue has been resolved.

Identity Theft Verification Process

For the financial aid verification process, instead of an IRS Tax Return Transcript, you can complete the following:

- Call the IRS Identity Protection Specialized Unit (IPSU) toll-free number at 800.908.4490.
- Ask IPSU to mail an “alternate paper tax return transcript” also known as TRDBV (Transcript Database View).
- Make a copy of the “alternative paper tax return transcript”, write your full name and VMI Student ID number at the top of the first page, and submit to VMI Financial Aid Office.
- Write a statement indicating that you were a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax related identity theft. Make certain your name and student ID are on the statement and that you have signed and dated the statement.

Submitting Documents

Recommended methods for submitting documents:

1. In person (so documents can be reviewed in case there are omissions)
2. Email to financialaid@vmi.edu. Please do not send documents with social security documents.
3. Faxed to 540.464.7629 (making sure name and student ID are included on the documents)
4. U.S. Postal Mail: VMI, Financial Aid Office, 302 Carroll Hall, Lexington, Virginia 24450