Completion of the Financial Aid Verification Process

If your Student Aid Report (the output information from your FAFSA) indicates that you have been selected for verification by the federal processor, you will be responsible for providing, at minimum, a signed federal tax return transcript (or FAFSA corrections made by utilizing the IRS Data Retrieval Tool located in the FAFSA) and a verification worksheet to the Financial Aid Office. This information must be received by the last day of the student’s enrollment period (last day of classes) or the student may not receive any financial aid, including loans.

If you are a dependent student you will also be required to submit a signed copy of your parent(s) federal tax return transcript or have your parent(s) utilize the IRS Data Retrieval Tool in the FAFSA.

- 2016-2017 Dependent Verification Worksheet

If you are an independent student and you are married, you will also be required to submit a copy of your spouse’s signed federal tax return transcript if he/she filed separately.

- 2016-2017 Independent Verification Worksheet

Instructions on obtaining tax transcripts from the IRS are attached to all of our verification worksheets. If you are attempting to use the IRS Data Retrieval Tool, you may want to consider viewing our IRS Data Retrieval Tutorial, located under the "Video Instructions" section of this website.

In order to obtain a paper copy of your IRS Tax Return Transcript, please use the following instructions:

- Go to http://www.irs.gov/Individuals/Get-Transcript

- Create an account. To do so you must have the following:
  - Name
  - Email address

- Select “Send Email Confirmation Code”
  - Stay on the page until the code is received.
  - Open a new browser window to check your email. Do not close or navigate away from the page that you are already on.

- Verify email confirmation code and answer all questions, including
  - SSN
  - Date of birth
  - IRS Filing Status
  - EXACT street address as used on the tax return (including punctuation and capitalization)
- Zip code

- Answer the security questions.

- Create a username, password, and additional security questions.

- Request a Tax **Return** Transcript.
  - Select Get Transcript
  - Select Higher Education/StudentAid
  - Select 2015
  - Students or parents requesting their tax transcript for the Financial Aid Office will be presented with the option to order a Tax Return Transcript, a Tax Account Transcript, a Record of Account, or their Earnings. We must have the **Return** transcript. We cannot accept any of the other paper options in its place. (For those students and parents who file an amended return, we will require both a Tax Return **and** a Tax Account Transcript, once the amended return has been processed by the IRS).

- Print and save the transcript to your computer.

- Close pop-up window.

- Sign out of IRS website.

**Please keep in mind that we are no longer able to accept copies of tax returns (1040 forms), and that you may no longer request a copy of a tax return transcript in person at your local IRS Office.**

Additionally, please be aware that in some cases additional documentation may be required. Our office must also sometimes request information pertaining to high school graduation, citizenship, selective service registration, child support, income generating assets, untaxed income and/or any need based benefits, such as SNAP (food stamps) or TANF (housing assistance). Additionally, our office is required by federal law to resolve any conflicting information before processing a student's financial aid, which may include tax filing or marital status.

The Financial Aid Office has the right to request this additional information in order to complete the verification process. The required verification forms can be downloaded from the section of this website entitled "**Printable Forms**."

If your tax information differs from the information on which your FAFSA is based, your awards will be adjusted accordingly. Stafford Loans cannot be processed, nor can any grant funds be disbursed, until the verification requirements are satisfied. Returning students will not be awarded any financial aid until the verification process is complete.

If the amount or type of aid changes, you will receive a Revised Financial Aid Notification. We **cannot finalize your aid until the verification process is complete**.