

## Providing Income and Tax Information When Your FAFSA is Selected for Verification

Some students who complete a Free Application for Federal Student Aid (FAFSA) will be selected for a process called **verification**. Many of these students need to verify income and tax information for themselves for a specific tax year. In addition, income & tax information for the student's spouse (if the student is married) or for the student's parents (if the student is considered "dependent") may be required.

*The college cannot complete verification and disburse aid until all required information is received and reviewed.*

For those who report that they have filed or will file federal income tax returns, the best way to verify income and tax information is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of FAFSA on the Web at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). In most cases, no further documentation is needed to verify income information that was transferred into the student's FAFSA using the IRS DRT so long as that information was not changed once it was imported.

### How to use the IRS DRT to update your FAFSA once an income tax return has been processed by the IRS:

1. Go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and log into your FAFSA record
2. Select "Make FAFSA Corrections"
3. Navigate to the Financial Information section of the FAFSA
4. In the Tax Information section(s), follow the instructions to determine eligibility to use the IRS DRT
5. If eligible, follow the directions to link to the IRS
6. Provide the filer's Social Security Number, birth date, and address used when filing
7. Follow the instructions to transfer IRS income tax return information into the FAFSA

If the student or parent is unable to use the IRS DRT, must change the information that is imported, or chooses not to use the IRS DRT in FAFSA on the Web, an **IRS Tax Return Transcript**—not a photocopy of the income tax return- must be provided to the Financial Aid Office.

### How to Obtain an IRS Tax Return Transcript:

- RECOMMENDED Telephone Request: 1-800-908-9946
- Online Request : [www.IRS.gov](http://www.IRS.gov)
  - Under the Tools section on the IRS homepage, click "Get A Tax Transcript"
  - Click "Get Transcript by MAIL"
  - Provide the filer's Social Security Number, date of birth, and address info used when filing
  - Request the "Tax **Return** Transcript" - NOT the "Tax Account Transcript" – for the specified year
- Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T

### Availability of IRS DRT and Tax Return Transcripts:

The majority of electronic tax return filers will have information available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after their electronic tax returns has been accepted by the IRS. Availability takes 6-8 weeks for paper tax return filers. Additional time may be required if income tax is owed.

*Plan ahead – File your taxes early to allow for sufficient time to complete financial aid processes.*

### Special Cases: (Contact the Financial Aid Office at your college if you require additional assistance)

- If the student or parent made a mistake on the FAFSA and will not file, simply correct the information online.
  - Log into [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov), select "Make FAFSA Corrections," and update as needed.
- Notify the Financial Aid Office if you, the student (if married) or your parents (if you are a dependent student) had a **change in marital status** after December 31, 2015 – or- if any **married tax filer filed separately**.
- If an **amended** (i.e., changed) IRS income tax return has been or will be filed, provide a signed copy of the IRS Form 1040X "Amended US Individual Income Tax Return" **AND** an IRS Tax Return Transcript.
- For IRS filing **extensions**, provide a copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," **AND** copies of all IRS Forms W-2 for each source of employment income, **AND/OR**, if self-employed, a signed statement certifying the estimated amount of Adjusted Gross Income (AGI).
- For victims of **IRS tax-related identity theft**, provide a Tax Return Database View (TRDBV) transcript **AND** a signed & dated statement about the situation and affirming the IRS is aware of the problem.
  - Victims of tax-related ID theft should call the IRS' Identity Protection Specialized Unit at 1-800-908-4490.



Student's Name: \_\_\_\_\_ Student/ Banner ID: \_\_\_\_\_

**C. Verification of 2015 Income Information for Independent Student Tax Return Filers**

**Instructions:** Complete this section only if the student and spouse, if married, filed or will file a 2015 IRS income tax return.

In general, the best way to verify income is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of FAFSA on the Web at [www.FAFSA.gov](http://www.FAFSA.gov). In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT so long as that information was not changed by the FAFSA filer.

**For Tax Return Filers, check the box below that applies:**

- The student has already used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA and has made no changes to that IRS data.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS tax return has been filed and processed.
- The student changed imported data, is unable to use the IRS DRT, or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript** which may be requested on [www.IRS.gov](http://www.IRS.gov).  
Note: This is **not** a photocopy of the income tax return.

\_\_\_ Check here if the student's IRS Tax Return Transcript is included with this worksheet.

\_\_\_ Check here if the student's IRS Tax Return Transcript will be submitted to the school later.

For more information, see separate document Providing Income and Tax Information When Your FAFSA is Selected for Verification

Skip Section "D" below if you, the student, filed/ will file a 2015 IRS Income Tax Return.

**D. Verification of 2015 Income Information for Independent Student Who is Not Required to File a Tax Return**

**Instructions:** Complete this section only if the student will not file AND is not required to file a 2015 IRS income tax return. For information about filing requirements, review "Do I Need to File a Tax Return?" on [www.IRS.gov](http://www.IRS.gov).

**For Non-Filers, check the box below that applies:**

- The student and spouse were not employed and had no income earned from work in 2015.
- The student (and spouse, if married) did not file and were not required to file, but were employed in 2015 and have listed in the chart below the names of all the student's (and spouse's) employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is included.

**Provide copies of all 2015 IRS W-2 forms issued to the student & spouse by employers.**

*List every employer below, even if they did not issue an IRS W-2 form.*

*If more space is needed, include an additional page with the student's name and Student ID # at the top.*

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>(example) Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Note: You may be required to provide documentation from the IRS to confirm an income tax return was not filed.

**Please do not forget to sign and date the last page of this document.**



Student's Name: \_\_\_\_\_ Student/ Banner ID: \_\_\_\_\_

**G. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date below.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

*Submit this worksheet and any other required documentation to the financial aid administrator at your school.*

*Illegible or missing information will delay processing and awarding of financial aid.  
Ensure that all relevant sections are completed. If a section does not apply to you, mark it as "N/A" or "Not Applicable."*

## Verification of High School Completion Status

**Instructions:** Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, the Financial Aid Office at your school must confirm certain information reported on your FAFSA.

You, the student, must provide one of the following documents to verify high school completion status:

- A copy of the student’s high school diploma.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript issued to a student after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognized as the equivalent of a high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If State law required a homeschooled student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential..
- If State law did not require a homeschooled student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

Note: Laws regarding high school completion vary from state-to-state. If a student moves to CT, but has one of the documents listed above issued from another state, the student should submit what documentation s/he has proving high school completion in that other state.

*If you have questions, or are unable to obtain the documentation listed above, contact your college’s Financial Aid Office as soon as possible.*

## Verification of Student Identity and Statement of Educational Purpose

### Student Information:

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Last Name

First Name

Middle Initial

Student/Banner ID Number

**Instructions:** Students who are required to verify their identity and educational purpose may do so in two ways, depending on their ability to complete the process at their school:

1. Students who are able to return this document to their college's Financial Aid Office in person must:
  - a. Verify identity by presenting unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed as well as the name of the Financial Aid official authorized to collect the student's ID.
  - b. Sign, in the presence of the Financial Aid official, the Statement of Educational Purpose provided below.
2. Students unable to appear in person at their college to verify identity must:
  - a. Provide a copy of the valid, unexpired government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport.
  - b. Sign, in the presence of a Notary, the Statement of Educational Purpose provided below.
  - c. Have the Notary complete the Certificate of Acknowledgement provided below.
  - d. Mail the copy of the ID and this completed form with Notary's Certificate to the college's Financial Aid Office.

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Print Student's Name)  
and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending \_\_\_\_\_ for 2016-2017.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_  
(Name of Authorized College Official)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title of Official)

### Notary's Certificate of Acknowledgement (Required only if signed in the presence of a Notary)

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary's Name)

\_\_\_\_\_ and proved to me on basis of satisfactory evidence of identification  
(Printed Name of Student Signer)

\_\_\_\_\_ to be the above-named person who signed the foregoing instrument.  
(Type of unexpired gov't-issued photo ID provided)

### WITNESS my hand and official seal

(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_

(Date)