2012-2013 Verification

Your financial aid application was selected for a review in a process called “Verification”. During this process, Student Financial Services (SFS) will compare information from your application with information reported to the Internal Revenue Service (IRS) and other financial documents. If there are differences between your application information and the information you reported to the IRS or other financial documents, SFS will make corrections to your application electronically, and your financial aid may be adjusted.

**Effective July 2011, a school cannot accept copies of IRS tax returns. Federal regulations now require schools to request an IRS Tax Return Transcript. **

NEW INFORMATION

Recent legislation significantly impacts how families can provide income information on the Free Application for Federal Student Aid (FAFSA). You may now be eligible to utilize the IRS Data Retrieval Tool when you completed the FAFSA. You are strongly encouraged to utilize this option when possible. If you attempted to use the IRS Data Retrieval Tool but were not eligible, you may submit your tax information using an alternative means. Please refer to the information below to determine what the best method is for submitting your tax information to Student Financial Services.

1. If you or your parent(s) used the IRS Data Retrieval Tool to report your financial aid information on your FAFSA, and the information is not changed after retrieving it, you or your parent(s) will not be required to submit any additional tax information to Student Financial Services unless it is requested.

2. If you or your parent(s) estimated your tax information when you filed the FAFSA, you or your parent(s) are strongly encouraged to return to your online application and update financial information by using the IRS Data Retrieval Tool. If the IRS Data Retrieval Tool is used, and the information is not changed after retrieving it, you or your parent(s) will not be required to submit any additional tax information to Student Financial Services unless it is requested. If requested, you or your parent(s) must submit a signed copy of your or their 2011 Federal tax transcript and copies of all schedules filed with the tax return.

3. If you or your parent(s) did not use the IRS Data Retrieval Tool when you filed the FAFSA but were eligible to do so, you or your parent(s) are strongly encouraged to return to your online application and update financial information by using the IRS Data Retrieval Tool. If you or your parent(s) choose not to use the IRS Data Retrieval Tool, you or your parent(s) must submit a signed copy of your or their 2011 Federal tax transcript and copies of all schedules filed with the tax return.
4. If you or your parent(s) used the IRS Data Retrieval Tool when you filed the FAFSA and later made a change to income data, you or your parent(s) will be required to submit a signed copy of your or their 2011 Federal tax transcript and copies of all schedules filed with the tax return.

How to Obtain a Tax Transcript from the IRS

Do not have transcripts sent directly to the Student Financial Services office – The transcript must be sent to you and signed before sending to our office.

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

   a. On the main page under Tools, Click “Order a Tax Return or Account Transcript”
   b. Click “Tax Return Transcript” in Section 1
   c. Click “Order a Transcript”
   d. Provide the tax filer’s SSN, DOB, Street Address, and Zip Code (these must exactly match the data provided on your tax return).
   e. Click “Continue”
   f. In the “Type of Transcript” field, select “Return Transcript” and appropriate year requested in the “Tax Year” field.
   g. If successfully linked, tax filers can expect a paper IRS Tax Return Transcript to be mailed to the specified address within 5-10 days.
   **Once received it MUST BE SIGNED and sent to the office of Student Financial Services.**

2. Telephone Request
   a. Automated attendant – 1-800-908-9946
   b. Live person (not recommended) – 1-800-829-1040 – be prepared to be on hold for awhile. You may be able to request that the transcript be faxed to you rather than be mailed.

3. Paper Request – IRS Form 4506T – MUST BE USED IF YOU MOVED SINCE FILING YOUR TAXES
   Visit your local IRS Office
   b. Be sure to request a Tax Transcript NOT an Account Transcript.