



Verification Instructions

Verification is a process used to verify certain information on the FAFSA to ensure its accuracy. The U.S. Department of Education or the Office of Financial Aid may, at any time, select your application for verification based upon the information you have provided. We are required to make sure that all aid is awarded to students according to federal, state, and institutional regulations. If selected, the verification process must be completed before financial aid can be awarded.

What do I need in order to complete verification?

- Complete the Verification Worksheets that pertain to you. New students will be emailed the worksheet. Current students can download the worksheet via their Student Portal.
- If you did not use the IRS Data Retrieval Match Process to transfer your tax return information to the FAFSA please follow the instructions below to order your tax transcript.
Do not send copies of 1040, 1040A or 1040EZ. These are no longer acceptable verification documents.
- Provide any other documents requested by the Financial Aid Office.

How do I request an IRS Tax Transcript?

- You may request a transcript from IRS, free of charge, in one of three ways:

Online

- Go to <http://www.irs.gov/Individuals/Get-Transcript>
- Click on Get Transcript Online
- You will be prompted to create an account
- After entering your account information, you will receive an email with a confirmation code.
- The confirmation code will expire within 30 minutes, so be sure to enter it into the email confirmation code field as soon as possible to access your tax return transcript.
- After entering the confirmation code, click on 'Verify Confirmation Code'
- Continue completing the steps and verify your personal information.
- Choose the Return Transcript option

Telephone

- Call IRS @ 1-800-908-9946
- Follow instructions
- Receive your tax transcript within 5 to 10 working days

Paper

- Download IRS Form 45067T-EZ at <http://www.irs.gov/pub/irs-pdf/f4056tez.pdf>
- Mail or fax the completed form to the appropriate address
- Receive tax transcript within 5 to 10 working days