# 2021-2022 Federal Verification Process

Your Free Application for Federal Student Aid (FAFSA) has been selected for the Federal Verification Process. This process is required by federal regulations to be completed by the Financial Aid Office to ensure that the information reported on your FAFSA is accurate. In order for us to complete this process, we will need for you to utilize the **IRS Data Retrieval Tool (IDRT)** *(page 1)* on your FAFSA OR submit an **IRS Tax Return Transcript or Federal Tax Return 1040** *(page 2)* OR to request an **IRS Verification of Non-Filing Letter** *(page 2)*. If you filed an Amended Return, were a victim of Tax Administration Identity Theft, or filed a Non-IRS Income Tax Return, please skip down to page 3. Please review the information below regarding how to utilize the IDRT OR to request an IRS Tax Return Transcript OR how to obtain a Verification of Non-filing Letter from the IRS.

**IDRT Process**

This process will allow you to automatically have your family's income information transferred directly from the IRS's website and into your FAFSA. All 2021-2022 FAFSA On The Web (FOTW) applicants, and the parents of dependent applicants, who indicate that they have filed their federal tax returns prior to completing their FAFSA, may use the FAFSA IDRT to complete their FAFSA.

**How the IDRT works:**

If you and your parents have filed federal tax returns before starting the FAFSA, you will be able to transfer your income information while completing the FAFSA. If you did NOT file a tax return for 2019 and were NOT required to file a tax return for 2019, please skip to the bottom of page 2.

Families must actively choose to utilize the IDRT. To use the IDRT, complete the following steps:

1. Go to StudentAid.gov and select the "Start Here" button
2. Log in using your FSA ID
3. Select the "Continue" or "Make a Correction" button
4. Select the "Financial Information" tab from the top of the page.

**Instructions for the parent to request the parent IRS information:**

1. Go to "Parent Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IDRT
3. If eligible, select which parent is providing information on the FAFSA
4. Enter the FSA ID for the parent providing the information
5. Click "Link to IRS"
6. Review the information displayed and select the "Transfer My Information into the FAFSA" option

**Instructions for the student to request the student IRS information:**

1. Go to "Student Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IDRT
3. If eligible, click "Link to IRS"
4. Review the information displayed and select the "Transfer My Information into the FAFSA" option
5. Proceed to the Sign and Submit page

**Some Families Will Not Be Able to Use the IDRT:**

- Parents of a dependent student filing separate tax returns
- An applicant's parent with a change in marital status after the end of the tax year on 12/31/2019
- Anyone who has filed an amended tax return;
- Applicant or applicant's parents who have filed a foreign tax return. *If you are unable to use the IDRT you must submit an IRS Tax Return Transcript or copy of your Federal Tax Return 1040.*

# 2021-2022 Federal Verification Process

## Verification of 2019 Income Information for Student/Spouse/Parent Tax Filers

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

A **2019 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

## Verification of 2019 Income Information for Student/Spouse/Parent Nontax Filers

***Exception-*** *A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS or other relevant tax authority.*

**IRS Verification of Non-filing Letter Request Process**

If you did not file a tax return for 2019 and you were not required to file a tax return for 2019, please follow the steps below to obtain a Verification of Non-filing Letter.

Online Request - Get Verification of Non-filing Letter ONLINE

- Go to the IRS's website- www.irs.gov/individuals/get-transcript
- Click "Get Transcript ONLINE."
- The tax filer must sign up to create or reactivate his or her account.
- Follow the prompts to request a **Verification of Non-filing Letter for 2019**.

In addition, you must submit the EU Verification of Non-Filing Form along with a copy of all 2019 W2(s)

# 2021-2022 Federal Verification Process

## Verification of 2019 Income Information for Individuals with Unusual Circumstances

### Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2019 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2019, must provide:

- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2019;
- Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2020 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
- A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2019 and,
- If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2019.

Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2019 tax account information.

### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2019 must provide a signed copy of the 2019 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return;
- A **2019 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- A signed copy of the 2019 IRS Form 1040 and the applicable schedules that were filed with the IRS.

### Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2019 income tax return and applicable schedules the individual filed with the IRS; ***and***
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

### Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.