

What is financial aid verification?

Verification is the process used to confirm that the information reported on the FAFSA form is accurate. If selected for verification, the school will request additional documentation that supports the information reported.

What are some reasons a student is selected for verification?

- Random selection
- The school can select you
- The data on the FAFSA application appears to contradict itself
- Estimated information is on the FAFSA
- Issues involving income and taxes

What to do if you're selected for verification?

- Log into the school's online portal
- Review requested documents
- Gather documents
- Fill out the verification worksheets
- Submit requested documents prior to the deadline
- Follow up on changes to the financial aid package

How long does the financial aid verification process take?

Verification processing time is generally six to eight weeks during peak season (May-October), and three-to four weeks during non-peak season (November-April). Therefore, students should start the process as soon as possible.

What happens if the student does not complete verification?

Non-completion of the verification process may result in a lack of funding. Any federal and/or need-based aid (Pell Grant, SEOG, Work-Study, Federal Direct loans, certain scholarships and institutional aid) will **not** be awarded or disbursed.

How do I request a Tax Return Transcript?

IRS Tax Return Transcripts (or other transcripts) may be [requested online](#), by mail, by phone or in person.

Please see instructions below for requesting IRS Tax Documents:

Online Request:

- Visit IRS Website at <https://www.irs.gov>
- Select the "Get Your Tax Record"
- On the next page, select "Get Transcript Online"
- From there, follow the directions to secure an online version of the transcript to download, save and/or print.

Mail Request:

- Visit IRS Website at <https://www.irs.gov>
- Select the “Get Your Tax Record”
- On the next page, select “Get Transcript by Mail”
- From there, follow the directions to secure a transcript by mail

Telephone Request:

- Call 1-800-908-9946
- Follow prompts and enter Social Security Number and address
- Choose “Option 2” - request an IRS Tax Return Transcript and enter the appropriate year
- After a confirmation of a successful request, a Tax Return Transcript will be mailed to the address on file with the IRS within 5 to 10 business days (phone requests for IRS transcripts **will not** allow transcripts to be sent directly to the Office of Financial Aid or other third parties)