

GRAND VIEW UNIVERSITY

Verification Guidelines

When a student completes his/her FAFSA or makes corrections to his/her FAFSA, the Federal Government may randomly select the student for a process called “verification”. If you are selected, it will be noted on your Student Aid Report (SAR), and Grand View’s Financial Aid Office will request that you provide certain documentation to our office. We are required to compare the information you provide us with the information provided on your FAFSA. If there are any differences, we will make the necessary corrections. Please note that corrections may result in changes to your Expected Family Contribution and your financial aid award package.

Please be aware, it can take 10-14 days for our office to complete the verification review after receiving the requested documents from you. It is the student’s responsibility to turn in all requested documents needed to complete the verification review in a timely manner. Certain financial aid funds cannot be applied to your account until the verification review is complete. We will not issue a financial aid award package to returning students until the verification review is complete. Failure to turn in the requested documents may result in:

- *Becoming ineligible for certain types of funding*
- *A past due account balance resulting in late fees and collection of your account*
- *A registration hold on your account which will prohibit you from registering for additional classes*

If you (or your parent(s) if you are dependent) filed taxes, it is recommended that you use the **IRS Data Retrieval Tool** to transfer your tax information to your FAFSA. If you filed taxes and did not use this option, you may log into your FAFSA and update it by using the IRS Data Retrieval Tool now. For those who are unable or choose not to use this tool, we must require you to provide us with an IRS Tax *Return* Transcript. **Information on using the IRS Data Retrieval Tool or requesting an IRS Tax Return Transcript can be found on the following page.**

2018-19 Verification Requirements

For the 2018-19 academic year, a student selected for verification will need to turn in the following:

1. Completed Verification Worksheet
2. If an independent student/spouse or a dependent student’s parent(s) **did not** file taxes, but did earn income in 2016, we will need the following:
 - a. IRS Verification of Non-filing letter. This can be obtained at www.irs.gov or by calling 1-800-908-9946. (see second page for more detailed directions)
 - b. All W-2’s for income earned in 2016.
3. If the student/spouse/parent(s) filed taxes in 2016, we require **one** of the following:
 - a. Use of the **IRS Data Retrieval Tool** to transfer tax information to the 2018-19 FAFSA (recommended).
 - b. **2016 IRS Tax Return Transcripts.**
4. In addition to the items above, some students will also need to turn in any combination of the following:
 - a. High School Completion Documentation
 - b. Statement of Identity/Educational Purpose (must be completed in person or notarized)
 - c. Any other documents that are requested by our office after initial verification review.

Updating Your FAFSA Using the IRS Data Retrieval Tool (Recommended)

The IRS Data Retrieval Tool is the fastest and most preferred method of verifying taxable income information. You cannot, however, use the IRS Data Retrieval Tool for your FAFSA if any of the following apply to you:

- You and your spouse (or your parent and his/her spouse) filed separate tax returns.
- You (or your parent) filed a Puerto Rican or foreign tax return.
- Your (or your parent's) marital status has changed since December 31, 2016.

If you are eligible to use the IRS Data Retrieval Tool:

- Go to www.FAFSA.ed.gov and log in.
- Select "Make FAFSA Corrections" and navigate to the "Financial Information" tab.
- Follow the instructions to confirm that you/your parent(s) are eligible to use the IRS Data Retrieval Tool to update your FAFSA. For assistance, click on the "?-Help" button at the top of the screen.

If you are eligible to use the IRS Data Retrieval Tool but have not, it is recommended that you update your FAFSA using the IRS Data Retrieval Tool now.

If you are selected for verification and are unable or choose not to use the IRS Data Retrieval Tool, or if your (or your parent's) information was changed on the FAFSA after using the tool, you will need to provide our office with your and/or your parent's 2016 IRS Tax *Return* Transcript.

How to Request an IRS Tax Return Transcript/Verification of Non-filing Letter

You can request your IRS Tax Return Transcript or a Verification of Non-filing letter by phone at **1-800-908-9946** or by going online. To request a transcript or letter online, go to www.irs.gov and click on "Get My Tax Record", then "Get Transcript Online". Follow instructions to request a Tax *Return* Transcript or a Verification of Non-filing Letter online or have it mailed to you.

Another option is to complete Form **4506-T** and mail or fax it to the IRS to request your transcript/letter. This form is available under the "Forms & Instructions" tab at www.irs.gov. If you live and work in Iowa, you can either mail the 4506-T to the Internal Revenue Service / RAIVS Team / Stop 37106 / Fresno, CA 93888 or fax it to them at 559-456-7227. If you live or work in another state, please carefully review the contact information on the 2nd page of the 4506-T to determine where your form should be sent.

If you have filed an amended tax return, we will also need a signed copy of your amended tax return (1040X) filed with the IRS.

If we must request any documents, we will notify students via myView alerts and missing information emails. **Please pay close attention to any correspondence from the Financial Aid Office, as financial aid cannot be disbursed to your account until all requirements have been satisfied.**