

## **Your FAFSA has been selected for verification!**

**What is verification?** Verification is a process used to verify certain information on the FAFSA to ensure its accuracy. Some students are selected for verification by the U.S. Department of Education. Others are selected by the school. There are several possibilities for being selected for FAFSA verification, such as; you were selected randomly, the submitted FAFSA application has incomplete data, the data on the FAFSA application appears to contradict itself, or the FAFSA application has estimated information on it.

### **What do you need to do?**

1. You must complete and submit the verification Dependent or Independent worksheet. *You may find a copy at your myMMA, Helpful Links/Resources and then Financial Aid Forms.*
2. You must show income documentation. The U.S. Department of Education is requiring students to provide income documentation directly from the Internal Revenue Service (IRS). ***If a student is considered dependent for financial aid purposes, the student's parents must also provide income documentation.***

### **Who must provide income documentation?**

**The student**, if required to file a 2016 federal tax return.

**The student's spouse**, if the student was married at the time the FAFSA was filed and the spouse is required to file a 2016 federal tax return. Spouse income documentation is necessary even if the student was not married in 2016 or the student and spouse filed separately. **Be sure the student's name and SSN appear on the tax transcript.**

**The student's parent**, if parent information was provided on the FAFSA and the parent is required to file a 2016 federal tax return. **Be sure the student's name and SSN appear on the tax transcript.**

**The student's parent's spouse** if the parent was married at the time the FAFSA was filed, even if s/he was not married in 2016 and filed separately. **Be sure the student's name and SSN appear on the tax transcript.**

### **Other important information:**

- Review of your financial aid application cannot proceed until the MMA Financial Aid Office receives all of the appropriate income documentation paperwork.
- Be sure your name and Social Security Number appear on all pages of all tax transcripts sent to MMA so that it can be added to your file (including spouse or parent tax transcripts, if applicable).
- Signatures are not required.
- You may send transcripts to the Financial Aid Office by mail, fax, e-mail or deliver them in person.

**How Do You Provide Income Documentation?** There are two options for providing income documentation:

**OPTION 1: IRS Data Retrieval Tool (preferred option)**

On the FAFSA website, use the IRS Data Retrieval Tool to link your FAFSA directly with the IRS to retrieve 2016 income information. The IRS Data Retrieval Tool is the fastest, easiest and most secure method for meeting this requirement.

**To use the IRS Data Retrieval Tool, follow these steps:**

1. Go to: [www.fafsa.gov](http://www.fafsa.gov) and log in to your 2018-19 FAFSA
2. Select: Make FAFSA Corrections
3. Select: Financial Information and follow the instructions to determine if you are eligible to use the IRS data retrieval tool.

Tax filers who meet any of the following conditions may not be able to use the IRS Data Retrieval Tool and must request an IRS Tax Return Transcript (see below):

- the tax filers are married and filed separate tax returns; or
- there was a change in the tax filer's marital status after December 31, 2016; or
- income information on the FAFSA was changed after using the IRS Data Retrieval process; or
- the tax filer filed an amended tax return. Tax filers who filed an amended tax return must submit both an IRS TAX RETURN TRANSCRIPT and an IRS TAX ACCOUNT TRANSCRIPT.

**OPTION 2: IRS Federal Income Tax Return Transcript**

**To request an IRS Federal Income Tax Return Transcript, follow these steps:**

1. Go to: [www.irs.gov](http://www.irs.gov)
2. Select: "Order a tax return or account transcript"
3. Select: "Order a tax return transcript"
4. Enter your Social Security number, date of birth, and the address on file with the IRS.

Send the IRS Federal Income Tax Return Transcript to the MMA Financial Aid Office as soon as you receive it. Be sure your name and Social Security Number appear on all pages of all tax transcripts sent to MMA so that it can be added to your file (including spouse or parent tax return transcripts, if applicable). Signatures are not required on Tax Return Transcripts. Alternatively, call the IRS at 1-800-908-9946 to request a Tax Return Transcript.