

## 2020-2021 Verification FAQs

### 1. What is verification?

- The verification process is often undertaken to confirm the information provided on the Free Application for Federal Student Aid (FAFSA) is accurate. The FAFSA verification process can be started by the Department of Education or can be started by a school to which a student is applying.

### 2. Why was I selected for verification?

- Applications are selected for verification by the federal processor. Only 1/3 of all FAFSA applicants will be selected for verification. The U.S. Department of Education can choose to verify your FAFSA for the following reasons; you were chosen at random, your FAFSA contains estimated information, your FAFSA was incomplete, or inconsistencies were found in the information you provided on your FAFSA.

### 3. How long does the verification process take to be completed?

- Once we receive all required documents the entire process can take up to 10 business days to complete. This is why it is imperative that you submit all requested documents as soon as possible.

### 4. What happens if I don't turn in the verification documents?

- You will not receive any federal or state funds if you fail to submit any required documentation. Manchester Grant funds are also not available to students who do not complete verification.

### 5. What is the IRS Data Retrieval Tool?

- The IRS Data Retrieval Tool is a helpful resource that allows applicants to pull their tax data directly from the Internal Revenue Service in order to auto-fill the tax portion of the FAFSA.

### 6. How do I use the IRS Data Retrieval Tool?

- Go to the website: [www.FAFSA.gov](http://www.FAFSA.gov)
- Login to the student's FAFSA record
- Select "Make FAFSA Correction"
- Select the "Financial Information" tab
- Choose the financial information for parent or student
- Follow the instructions to use the IRS Data Retrieval Tool
- Be sure that the tax return status is "Already completed" then answer/update the questions regarding IRS Data Retrieval Tool options
- If eligible for data retrieval, enter the appropriate FSA ID then "Link to IRS"
- Select "ok" to leaving the FAFSA Website
- Enter name, address and filing status **EXACTLY** as it appears on your Federal Tax Return. If middle initial is on the tax return, enter a space after the first name and then the middle initial. Click "Submit."

- Check the box under “Transfer My Tax Information into the FAFSA” then click “Transfer Now”
- Choose the “Sign & Submit” tab then sign electronically using the FSA ID(s)
- Scroll to bottom of page and select “Submit My FAFSA Now”

**7. I received a message that said “information does not match.” What does this mean?**

- This may be because:
  - Tax return was recently filed and the information is not available from the IRS.
  - Address associated with FSA ID does not match address on tax return
  - SSN does not match

**8. Why should I use the IRS data retrieval process?**

- It speeds up the FAFSA completion process by reducing manual data entry and increases data accuracy. You do not have to provide copies of your and your parent’s federal tax transcripts.

**9. Who can use the IRS Data Retrieval Tool?**

- Applicants that have a valid Social Security Number, a FSA ID and have a tax filing status of anything other than Married filing Separate.

**10. Can I submit my 1040 Federal Income Tax return with verification?**

- Yes, you may submit a *signed and dated* copy of your 2018 1040 Federal Income Tax return along with Schedules 1, 2 and 3, if filed. You may also complete the IRS Data Retrieval Tool on [fafsa.gov](https://fafsa.gov) or order an IRS Tax Return Transcript.

**11. How do I request an IRS Tax Return Transcript?**

- Online Request - Go to [www.irs.gov](https://www.irs.gov), click “Get Your Tax Record”. Click “Get Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request - Call the IRS at **1-800-908-9946**. You must follow prompts to enter your Social Security number and the numbers in your street address. Select “Option 2” to request a “Return Transcript” and the year is “2018”.
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

**12. Who should I include in my parent’s household?**

- Yourself and your parent(s) (including stepparent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if other children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

**13. What happens after I submit all the verification documents required?**

- Student Financial Services will continue with the verification process. Any required corrections will be submitted to the federal processor. This can take up to ten (10) business days. You will then receive an email from Student Financial Services saying you have a Revised Financial Aid Notification posted to your student ChetNet or verification has been complete and no changes have been made. Login to ChetNet to view updates to your Financial Aid Notification.