The U.S. Department of Education selected your application for “Verification”, and we are required to ask you for this information before awarding you Federal financial aid. One of the items we have to verify on your application is Federal tax return information. If there are differences between your FAFSA application and this statement, we will send corrections electronically to the U.S. Department of Education. If corrections are made, you will then receive an updated Student Aid Report (SAR) from the Central Processor (CPS).

There are two ways to provide us with the required documentation.

1. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2013 income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

   In most cases, for electronic filers, 2013 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the 2013 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the 2013 IRS income return information is available for the IRS DRT within 8-11 weeks after the 2013 paper IRS income tax return has been received by the IRS.
   Contact your financial aid office at your academic center if more information is needed about the IRS DRT.

2. If you are unable or choose not to use the IRS DRT in FAFSA on the Web, you can provide a copy of your 2013 IRS Tax Return Transcript(s).

   To obtain a 2013 IRS Tax Return Transcript, go to http://www.irs.gov/Individuals/Get-Transcript, or call 1-800-908-9946. Users have to create an account by providing their name, email, address, social security number, and answering some security questions. Click on “Higher Education/Student Aid” to see what forms are available to you. You can click on the link for the requested year and print a PDF copy. In most cases, for electronic filers, a 2013 IRS Tax Transcript may be requested from the IRS within 2-3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the 2013 IRS Tax Return Transcript may be requested within 8-11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

   You may also be able to obtain your IRS Tax Return Transcript at your local IRS tax office.

If the student and spouse filed separate 2013 IRS income tax returns, 2013 IRS Tax Return Transcripts must be provided for both.

If parents filed separate 2013 IRS income tax returns, 2013 IRS Tax Return Transcripts must be provided for both.