



## FAFSA Verification Instructions

IRS Data Retrieval Tool  
IRS Tax Transcript  
Verification of Nonfiling

Your 2021-2022 FAFSA application has been selected by the Federal Department of Education for a process called verification. Bethel is required to ask you to provide Federal Income Tax documents for 2019. If necessary, you may follow the instructions below to request an IRS tax transcript from the IRS. Contact this office if you need assistance with this or other procedures.

### IRS Data Retrieval Tool Instructions

- Use your (student) FSA ID to login at [www.FAFSA.gov](http://www.FAFSA.gov) and 'Make corrections'.
- Go to the 'Financial Information' section to determine if you are eligible for data retrieval.
- You will be redirected to the IRS website to verify your mailing address.
- Once your data has been transferred to your FAFSA, **make certain you submit your corrections and receive a confirmation number.**
- Do not make any further corrections to your FAFSA.

#### What if I am not able to use the IRS Data Retrieval Tool?

If you are unable to use the data retrieval tool process, the student and/or parents must submit a 2019 IRS tax transcript to the college. Instructions on obtaining a transcript are below.

### IRS Tax Return Transcript

If you are unable or ineligible to complete the IRS Data Retrieval, you may request a 2019 IRS tax return transcript.

#### 'Get Transcript Online'

- Go to the IRS website at [www.irs.gov](http://www.irs.gov)>Get My Tax Record>Get Transcript Online
- You may view and print a transcript while online
- Request a 'Tax Return Transcript' for 2019, *not a Tax Account Transcript.*
- When you have printed this transcript, please submit to this office

#### 'Get Transcript by Mail'

- Go to the IRS website at [www.irs.gov](http://www.irs.gov)>Get My Tax Record>Get Transcript by Mail
- Request a 'Tax Return Transcript' for 2019, *not a Tax Account Transcript.*
- This takes 5 -10 business days. When you receive this transcript, please submit to this office.

#### What if I am not able to use the IRS.gov transcript request?

- If you are unable to obtain a transcript you may contact Bethel for further instructions.

### Verification of Nonfiling: Independent Student/Parent of Dependent Student

If you are an independent student or a parent of a dependent student and were not employed or were not required to complete a 2019 Tax Return you **must** provide a 'Verification of Nonfiling Letter' from the IRS.

- Go to the IRS website at [www.irs.gov](http://www.irs.gov)>Get My Tax Record>Get Transcript Online
- Request a Verification of Nonfiling Letter. You may view and print this letter while online.
- When you have printed this letter, please submit to this office.

Bethel University Office of Financial Aid  
1001 Bethel Circle  
Mishawaka, IN 46545  
Phone: 574.807.7415; Fax: 574.807.7122  
E-mail: [FinAid@BethelUniversity.edu](mailto:FinAid@BethelUniversity.edu)