

## VERIFICATION PROCESS

Students may be selected for verification by the United States Department of Education. In such cases, students will be required to complete the IRS data retrieval while completing the FAFSA or provide signed copies of tax returns or request a “**tax return transcript**” (NOT “account transcript”) through the [IRS.gov](https://www.irs.gov) website.

It is typically easier and much faster to utilize the IRS Data Retrieval Tool while completing the FAFSA application. In order to transfer taxes, it is crucial that the address provided match the address on the tax return.

For students and/or parents who amended their federal taxes, it will be necessary to provide a signed copy of the amended tax return or request the “tax return transcript” as the IRS Data Retrieval Tool will not be in operation.

In addition, students and parents are required to complete and sign the appropriate forms to finalize the verification process.