Guide

Ravenna Financial Aid
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Ravenna Financial Aid
Sending IRS Data to your Application

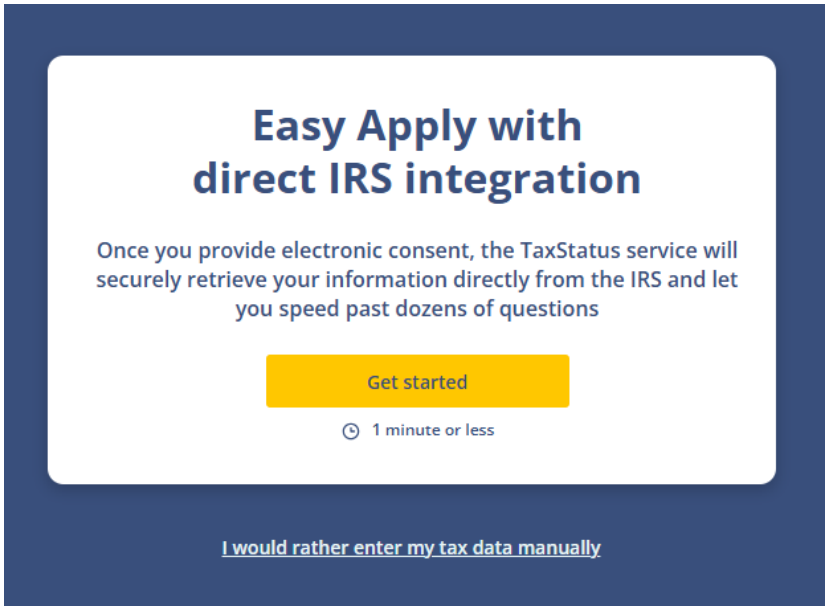
New! Send your tax data directly from the IRS to your financial aid application with TaxStatus.

With Ravenna Financial Aid (RFA) and TaxStatus, you can now provide consent for your IRS tax data to be directly sent to your financial aid application, eliminating the need to manually upload your tax documents like 1040s and W-2s.

How do I do it?

The process is simple and fast! Follow the steps below to provide your consent for your tax data to be shared. You will also receive step-by-step instructions in RFA as you go.

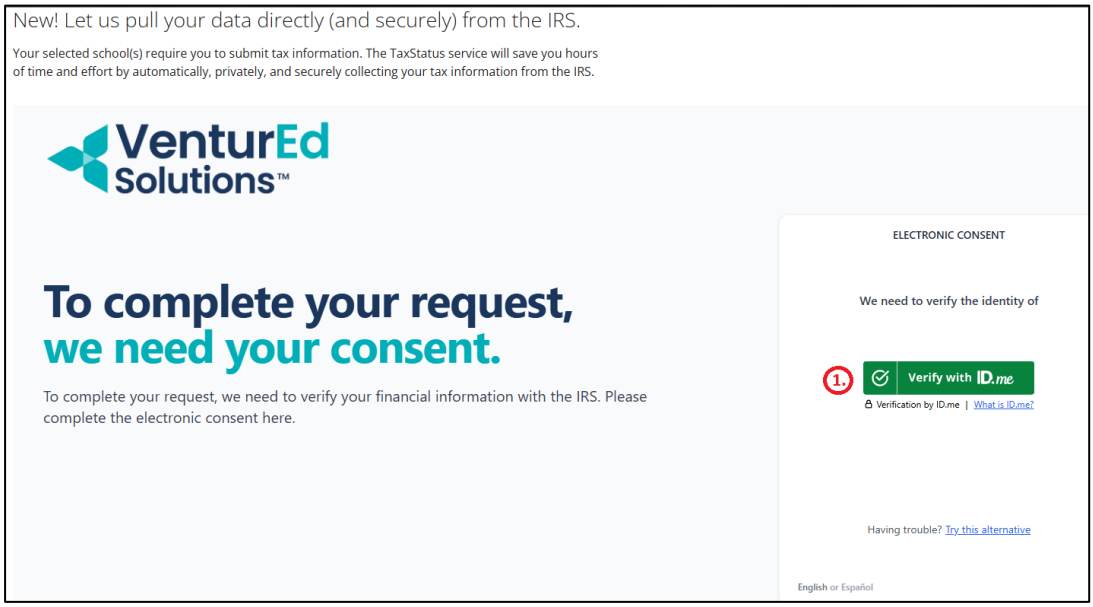
1. Once Completing section 6 – Basic Tax information, you will see a new step to share your tax information from the IRS, rather than manually uploading your documents. Click **Get Started** to provide your consent for your data to be shared.



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2. You have two options to validate your identity before submitting your consent:
    a. Using your ID.me account is recommended for the quickest process. This is the same account you use to view your data on the IRS website.

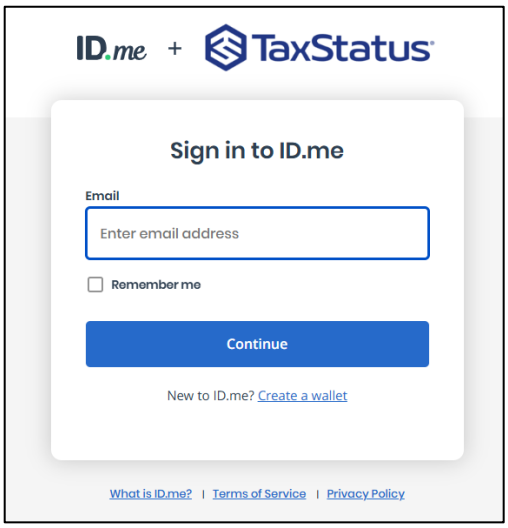


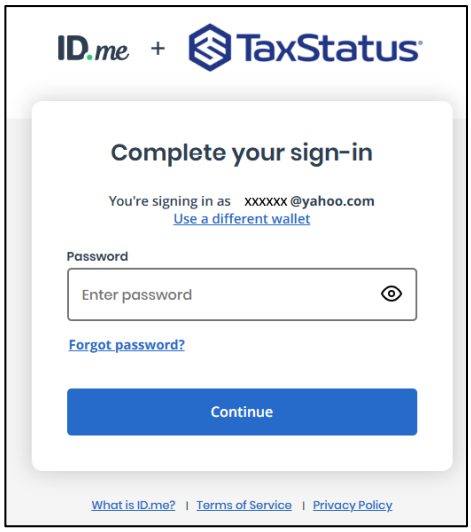
    b. You also have the option to complete a manual identity verification process that will compare a photo of your legal identifying document (such as a driver's license) with a 180-degree selfie.

Verifying with ID.me (Recommended):

1. If you already have an ID.me account, simply sign in. Otherwise, you may create an account for easier access in the future.

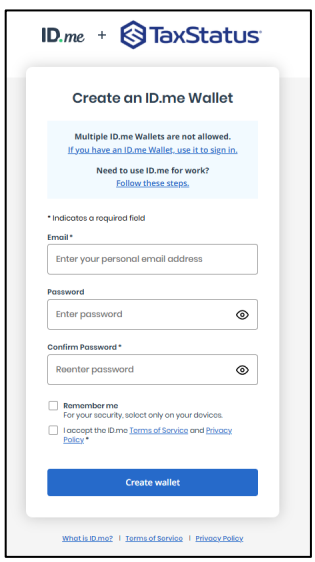
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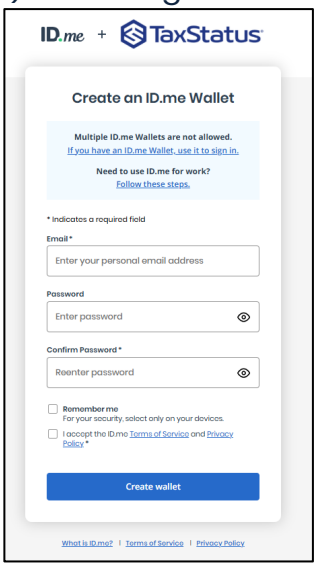


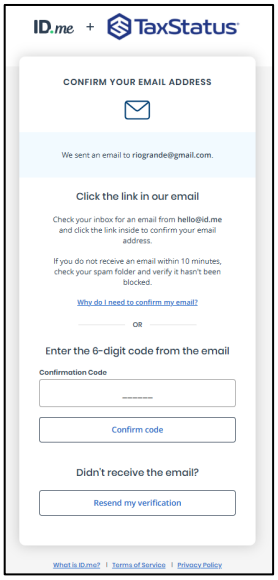


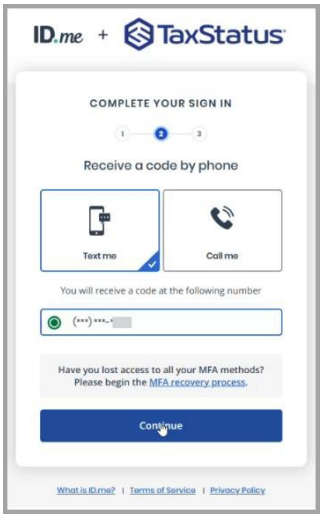
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2. Follow the on-screen prompts to complete the multi-factor authentication (MFA) via six-digit code.

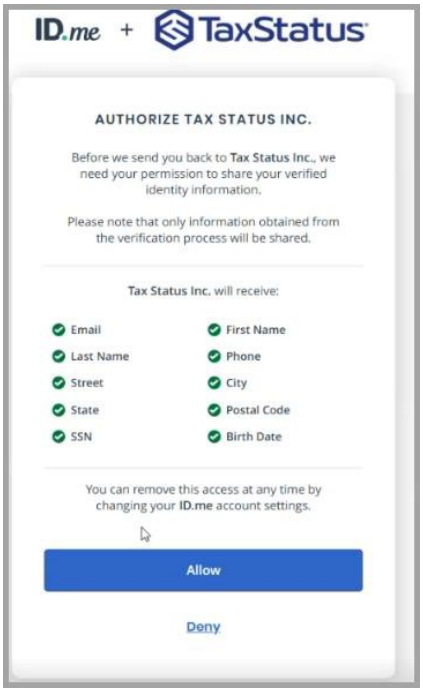








3. Click "Allow" to grant consent for TaxStatus to receive and pass to the IRS the listed relevant information to successfully retrieve your tax data/documents. (**Ravenna Financial Aid will never store your social security number).**

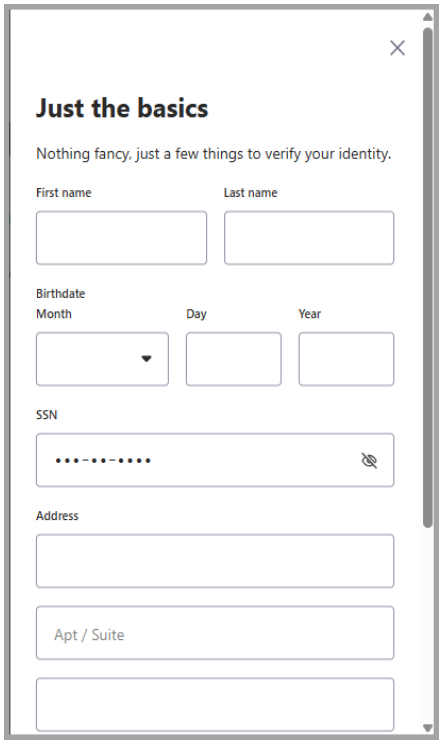


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Manually Verifying Identity:

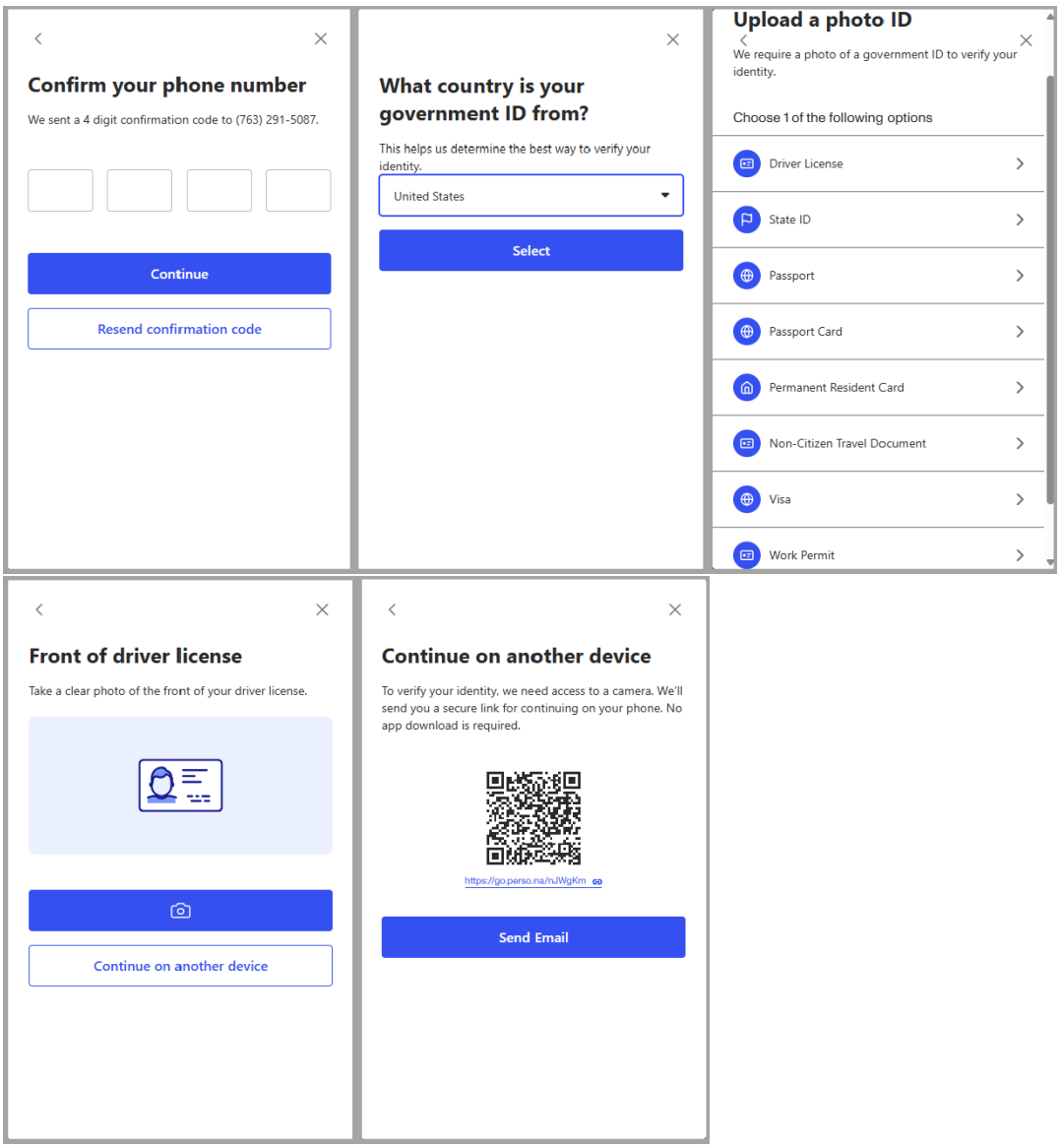
1. Most of your information will be pre-loaded from your Financial Aid application; however, you will need to enter your social security number for the IRS to process your consent form. (**Ravenna Financial Aid will never store your social security number).**

    a. Ensure that your address listed matches the address where you last filed your federal taxes (1040).



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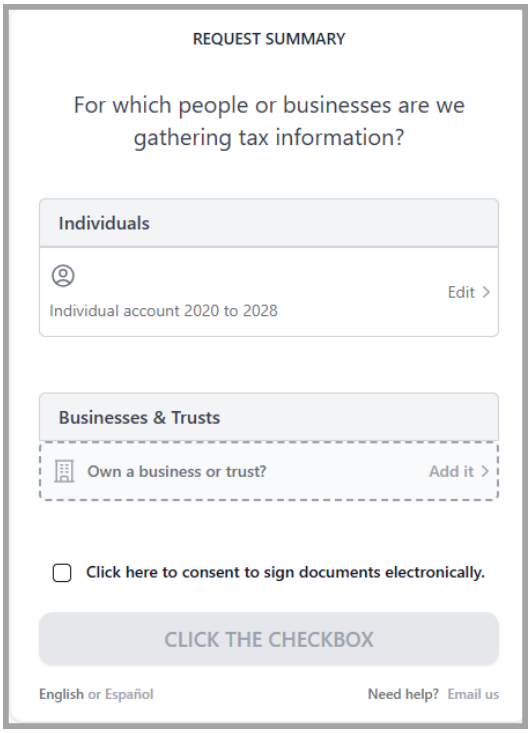
2. After confirming your phone number, select which government ID you would like to use to verify your identity and take a photo, followed by a 180-degree selfie. (This step is guided with easy-to-follow, on-screen instructions.) If your computer does not have a camera, or if you prefer, you may use your phone/tablet by simply scanning the QR code. You can also email yourself the link to continue your identity verification.



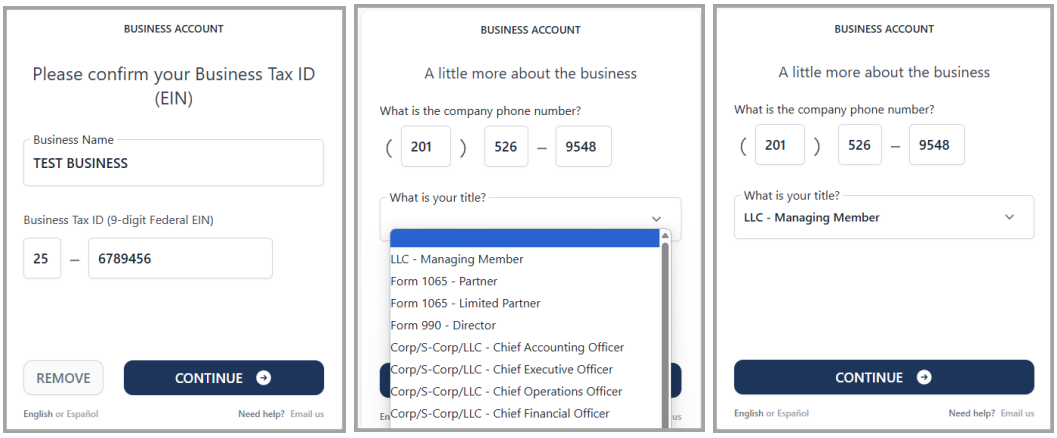
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Business Consent (If Applicable):
If you own one or more business, you will also need to consent to sharing that business' tax information.

1. Under **Business & Trusts**, click **Add it** to add each business (if not already listed). Otherwise, click **Edit** to provide business details.

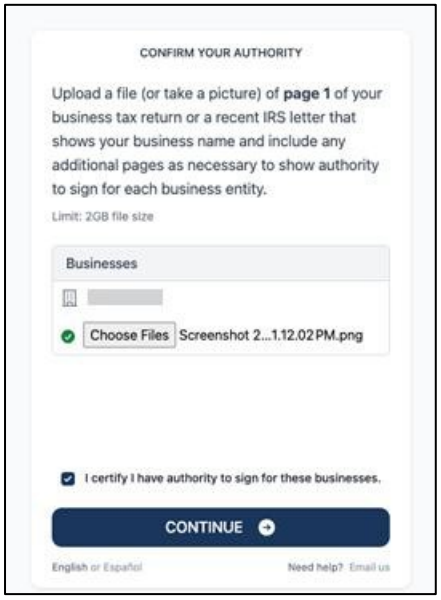


2. Enter the business account information (Business Name, EIN, company phone #, and your title).



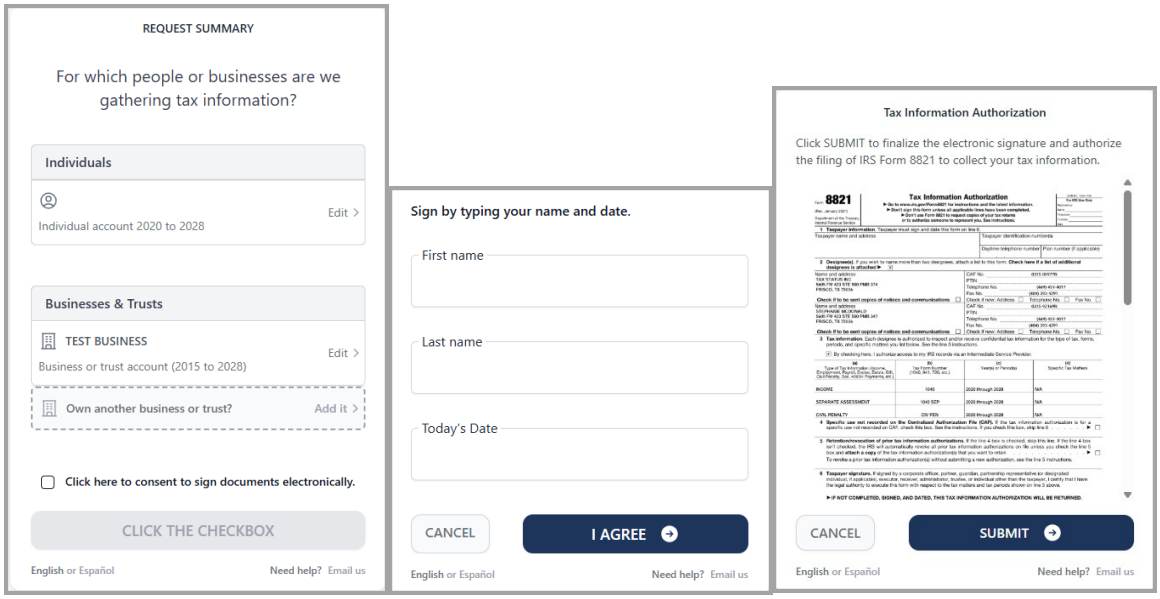
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3. To finish validating your business, you will need to provide proof of authority for that business. This proof should include the business name, EIN, and address. Follow the on-screen instructions for this step.



Sign and Submit Consent

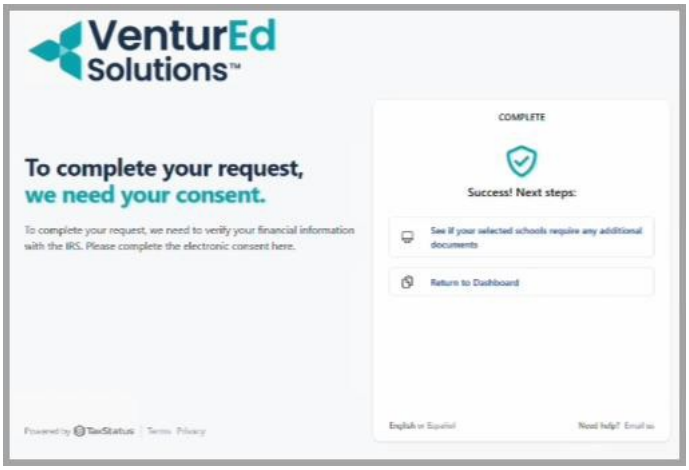
After verifying your identity and any businesses (if applicable,) follow the on-screen prompts to sign and submit your consent form.



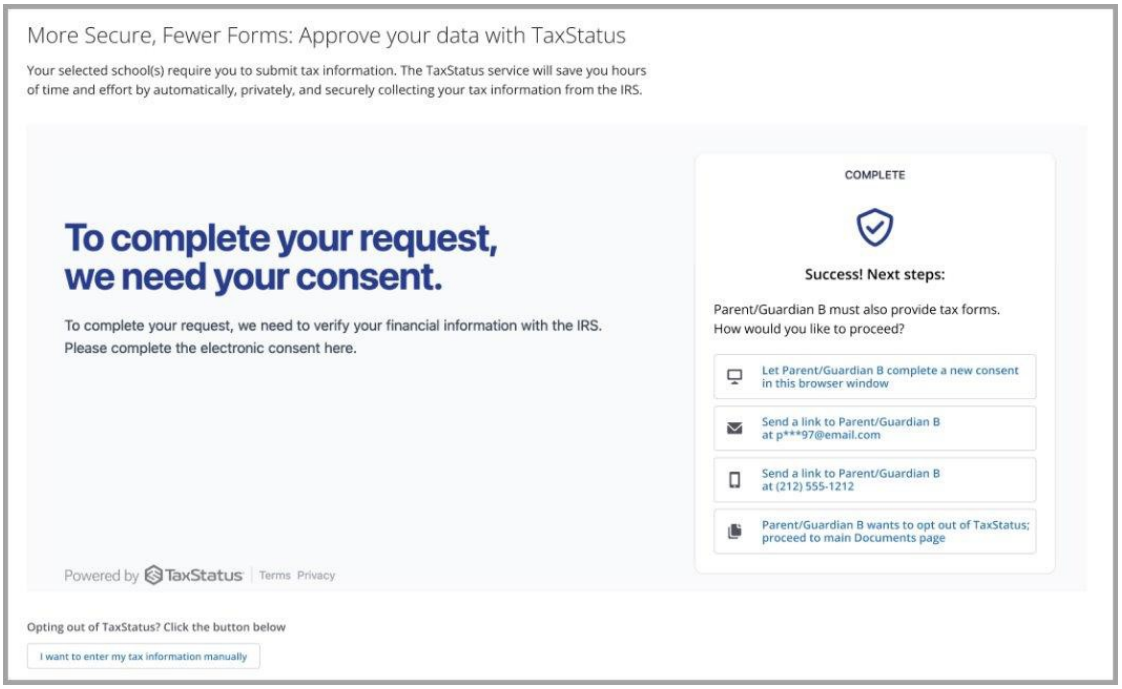
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After Submitting your Consent:

1. If you are the only Parent/Guardian in the household, you will see the options to either navigate to your Dashboard or to your My Documents page.



2. If there is a Parent/Guardian B in your household, they will also need to submit their consent form. This is because each individual taxpayer owns their tax data, and only they can provide consent to access that data. Parent/Guardian B can complete consent during your current session, or you may email/text them a link to complete their consent form later.



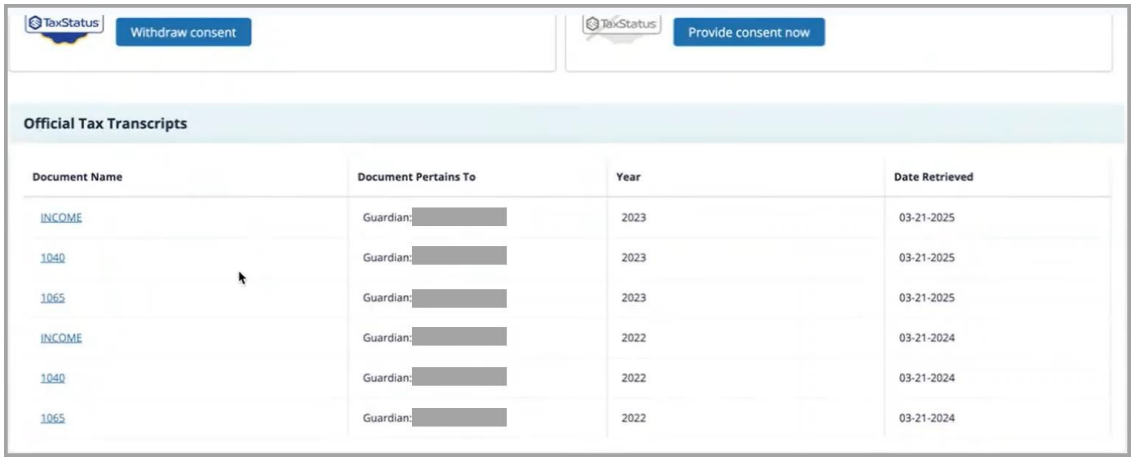
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Viewing IRS Consent Status and Transcripts:

1. From your **My Documents** page, you will be able to verify which Parent(s)/Guardian(s) have completed their consent form, granting easy access to IRS-direct data/documents. You can also add or withdraw consent from this page via the buttons on screen.



2. You may also view any of your tax transcripts that have been retrieved from the IRS as soon as they are available in the **Official Tax Transcripts** section.

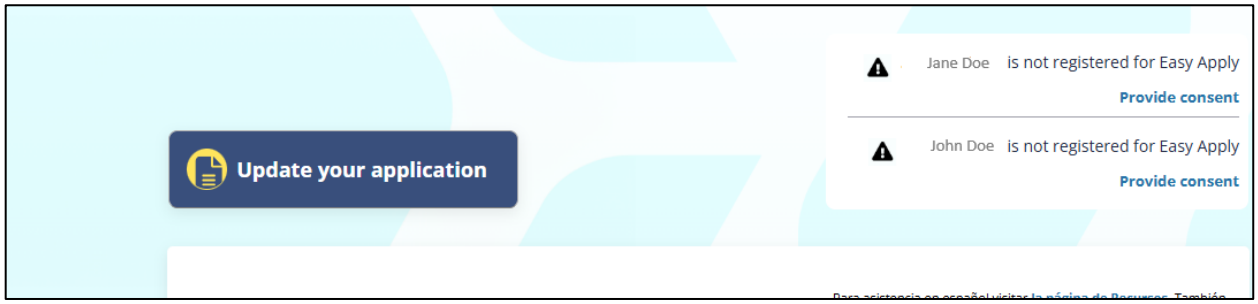


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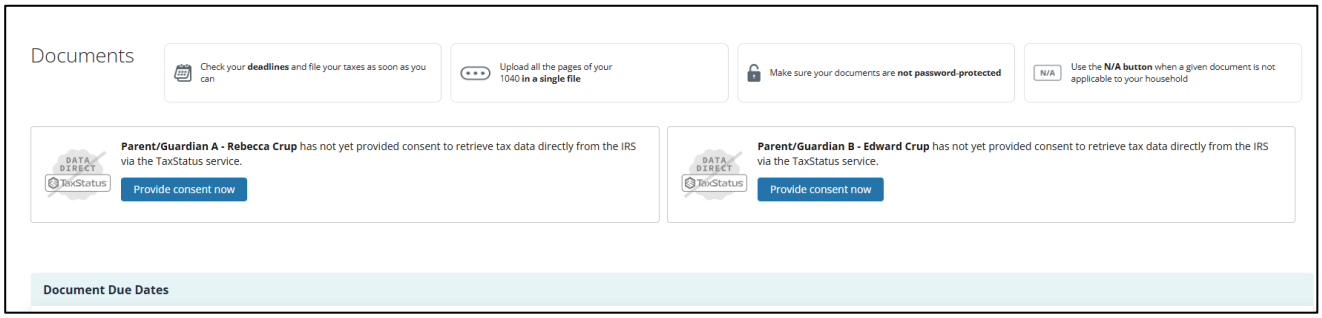
What if I have already manually uploaded all of my tax documents for my current Financial Aid application?
No problem! Because your TaxStatus consent is good for three years, you can take the time now to get ahead for next year. And, because your updated tax data will be available when it's time to apply for Financial Aid again, you won't need to spend time searching for it – it's all right there for you.

To provide your TaxStatus consent in this case, simply log in, you can provide consent in two different locations.

On the Dashboard on right-side you can **Provide Consent**.



Or you can navigate to **My Documents** and click the **Provide consent now** button to follow the normal process (detailed above).



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