

Dear Student,

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." In this process, the law says the Financial Aid Office is required to collect information from you and compare it to the information that you submitted on your FAFSA. If we find differences, your FAFSA information may need to be corrected. Before we are able to award you Federal Student Aid we will need you to verify certain questions you answered on your FAFSA. Please provide the following documentation below.

**A. Verification Worksheet**

Please complete the Verification Worksheet on [Banner](#), Section A if you are an Independent student including your spouse and children if applicable. Please list all household members whom you provide more than half of their support from July 1, 2018 to June 30, 2019.

-or-

Please complete the Verification Worksheet on [Banner](#), Sections A and B if you are a Dependent student listing all members of your parent(s) household whom they provide more than half of their support from July 1, 2018 to June 30, 2019.

**B. IRS Data Retrieval Tool (DRT)**

If you were a tax filer we will need you to verify your Adjusted Gross Income, U.S. Income Taxes Paid, Untaxed portions of IRA distributions, Untaxed Portions of Pensions, IRA deductions and payments, Tax Exempt Interest income and Educational Credits. The easiest way to do this is to utilize the Data Retrieval Tool (DRT) with FAFSA on the Web. If for some reason you are unable or ineligible to utilize DRT we would need a copy of yours and if applicable your spouse's 2016 Tax Return Transcript which can be ordered at [www.irs.gov](http://www.irs.gov).

If you were a nontax filer and were employed but not required by the IRS to file a 2016 tax return, you must submit all W-2 forms from each source of employment income. You must also submit a signed statement giving the sources and amounts of your income earned from work not on your W-2's. In addition to this we need a copy of the IRS Verification of Non-Filing Statement for tax year 2016 and this can be obtained at [www.irs.gov](http://www.irs.gov).

-or-

If you or your parent(s) were a tax filer we will need you to verify your Adjusted Gross Income, U.S. Income Taxes Paid, Untaxed portions of IRA distributions, Untaxed Portions of Pensions, IRA deductions and payments, Tax Exempt Interest income and Educational Credits. The easiest way to do this is to utilize the Data Retrieval Tool (DRT) with FAFSA on the Web. If for some reason you or your parent(s) are unable or ineligible to utilize DRT we would need a copy of yours and your parent(s) 2016 Tax Return Transcript which can be ordered at [www.irs.gov](http://www.irs.gov).

If you or your parent(s) did not file and were not required to file taxes in 2016 you must submit all W-2 forms from each source of employment income. You or your parent(s) must also submit a signed statement giving the sources and amounts of your income earned from work not reported on the W-2's. In addition to this we will need a copy of the IRS Verification of Non-Filing Statement for tax year 2016 and this can be obtained at [www.irs.gov](http://www.irs.gov).

Office of Financial Aid