



Verification-Steps to Unlock Financial Aid

WILL BEGIN IN A MOMENT

While you wait...

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Nikki Vachon
College Access Counselor
Finance Authority of Maine

- ✓ What is Verification?
- ✓ How do you know if a FAFSA was selected?
- ✓ What is required?
- ✓ How to get it

(For 2021-22 FAFSA)



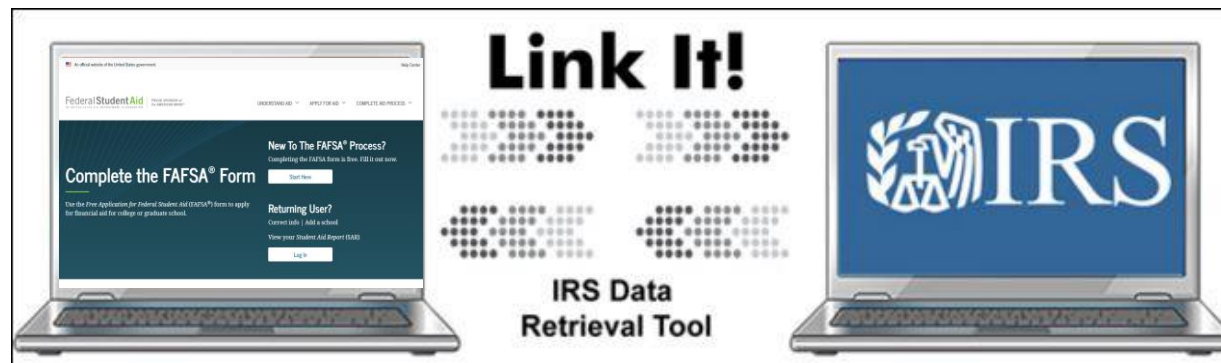
What is **verification**?

Students apply for financial aid by providing info about their household on the FAFSA.

Verification is the process your school uses to confirm that the data reported on your FAFSA is accurate. If you're selected for verification, your school will request additional documentation that supports the information you reported.



- Nationally 18% of FAFSA filers selected since 10/1/2020 (compared to 30% in previous years)
- **Some colleges verify some or 100% of applicants
- Does **NOT** mean anything done wrong
- Those that do not use IRS Data Retrieval on the FAFSA are **MUCH** more likely to be selected





How will I know I was selected?



- ❑ Log in to [FAFSA.gov](https://fafsa.gov)
- ❑ Click on “View or Print your Student Aid Report”

My FAFSA - 2021-2022

STUDENT INFORMATION

Welcome, first last!

2021-2022 2020-2021

Current Application Status: Processed Successfully
Congratulations, your FAFSA was successfully processed.

What Happens Next

- Your FAFSA information was made available to the school(s) you listed on your FAFSA.
- Your school(s) will use your FAFSA information to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or to discuss your financial aid award.
- If you have questions about your financial aid package contact your school(s).

You can also:

- [View or Print your Student Aid Report \(SAR\)](#)
- [Make FAFSA Corrections](#) to make a change, add a school, or transfer IRS data into your FAFSA.
- [Create a shareable file with some of your student information using MyStudentData Download.](#)

Transaction History

Original Application

- Submitted: 10/01/2020
- Processed: 01/01/2021

FSA ID Last Time, Date FSA ID Used: 09/44, 06/09/2020

FSA ID Status:
[User Account Management](#)
You can use your FSA ID to sign your FAFSA electronically or make corrections to your FAFSA.



EFC=Expected Family Contribution

Check for the:



Processed Information

Federal Student Aid | FAFSA.gov | 2021-2022 Electronic Student Aid Report (SAR)

The SAR summarizes the information you submitted on your 2021-2022 Free Application for Federal Student Aid (FAFSA).

Application Receipt Date: 12/15/2020	xxx-xx-1234 01
Processed Date: 12/15/2020	EFC: 0*
	DRN: 5022

[Collapse All](#)

► Comments About Your Information

Learn about [federal tax benefits for education](#), including the *American Opportunity Tax Credit* (AOTC).

Based on the information we have on record for you, your EFC is 0. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work-study, and possible funding from your state and school.

Your FAFSA has been selected for a review process called verification. Your school has the authority to request copies of certain financial documents from you (and your spouse).

There is a limit to the total amount of Federal Pell Grants that a student may receive. It is the equivalent of 6 school years. Based on information reported to the Federal Student Loan Data System (FSLD) by the schools you have attended, you have received Pell Grants for the equivalent of one and one-half school years.

There is a limit to the total amount of subsidized Federal student loans that you may receive. Visit <https://StudentAid.gov> and select Types of Aid/Loans for more information.

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)

If you need to make corrections to your information, click 'Make FAFSA Corrections' on the FAFSA home page. If you need additional help with your SAR, contact your school's financial aid office. If your mailing address or e-mail address changes, you must update them online.

Based on your EFC of 0, you may be eligible to receive a Federal Pell Grant of up to \$12,000 per year provided you have not met or exceeded the lifetime limit established for the Federal Pell Grant.

► FAFSA Data



It's mentioned in the comments.

Also see “WHAT YOU MUST DO NOW”



Processed Information	
Federal Student Aid FAFSA.gov 2021-2022 Electronic Student Aid Report (SAR) <small>AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION</small>	
The SAR summarizes the information you submitted on your 2021-2022 Free Application for Federal Student Aid (FAFSA).	
Application Receipt Date: 12/14/2020	xxx-xx-1234 01
Processed Date: 12/15/2020	EFC: 0*
	DRN: 5022
▼ Collapse All	
► Comments About Your Information	
<p>Learn about federal tax benefits for education, including the <i>American Opportunity Tax Credit</i> (AOTC).</p> <p>Based on the information we have on record for you, your EFC is 0. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work-study, and possible funding from your state and school.</p> <p>Your FAFSA has been selected for a review process called verification. Your school has the authority to request copies of certain financial documents from you (and your spouse).</p> <p>There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 school years. Based on information reported to the National Student Loan Data System (NSLDS) by the schools you have attended, you have received Pell Grants for the equivalent of between one and one and one-half school years.</p> <p>There is a limit to the total amount of subsidized Federal student loans that you may receive. Visit https://StudentAid.gov and select Types of Aid/Loans for more information.</p> <p>WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)</p> <p>If you need to make corrections to your information, click 'Make FAFSA Corrections' on the 'My FAFSA' page using your FSA ID. If you need additional help with your SAR, contact your school's financial aid office or click the 'Help' icon on the FAFSA home page. If your mailing address or e-mail address changes, you can make the correction online.</p> <p>Based on your EFC of 0, you may be eligible to receive a Federal Pell Grant of up to \$6,345 for the 2021-2022 school year provided you have not met or exceeded the lifetime limit established for the Federal Pell Grant program.</p>	
► FAFSA Data	



If selected for verification...

- ☐ Did you/your parents file a tax return?
- ☐ If so, did you/your parents use IRS Data Retrieval?

27c. Student's High School State:	IA
28. First Bachelor's Degree before 2021-2022 School Year?	NO
29. Student's Grade Level in College in 2021-2022:	NEVER ATTENDED COLLEGE/1ST YR.
30. Type of Degree/Certificate:	1ST BACHELOR'S DEGREE
31. Interested in Work-study?	DONT KNOW
32. Student Filed 2019 Income Tax Return?	ALREADY COMPLETED
33. Student's Type of 2019 Tax Form Used:	
34. Student's 2019 Tax Return Filing Status:	
35. Student Filed Schedule 1?	
36. Student's 2019 Adjusted Gross Income:	Transferred from IRS
37. Student's 2019 U.S. Income Tax Paid:	Transferred from IRS
38. Student's 2019 Income Earned from Work:	\$1500
39. Spouse's 2019 Income Earned from Work:	
40. Student's Total of Cash, Savings, and Checking Accounts:	\$500
41. Student's Net Worth of Current Investments:	\$0
42. Student's Net Worth of Businesses/Investment Farms:	\$0



Candy Kane
29 Candy Crush Lane
North Pole, Me 04600

Dear Candy:

Thank you for submitting your 2020-2021 FAFSA (Free Application for Federal Student Aid) to Washington County Community College. Your file has been selected for verification by the Department of Education. Before we can make a determination of your financial aid eligibility, you must submit additional information.

Please provide the following documentation:

FA - Notification of Outside Sources
FA - Dep Verif Worksheet- 2021
Parents W-2
Parent 2018 Signed Income Tax Return

Please provide these documents within two weeks from the date of this letter. Once your paperwork is received, we will finalize our decision and notify you regarding your award as soon as possible.

Financial Aid funds may not be available for purchasing your textbooks or tools. Please plan to have alternate funding available at the start of each semester.

If you have any questions, please contact me at (207) 454-1033 or lfitzsimmons@wccc.me.edu.
Fax (207)454-1018

Sincerely,

Linda L. Fitzsimmons
Director of Financial Aid

Dependent / 2019-2020 School Year

*“Your file has been selected
for verification by the
Department of Education ...”*

Things to get together:

Student's

2019 Federal Tax Return (sign & date it)

2019 W-2's

Copy of your High School Diploma

Your Parent's

2019 Federal Tax Return (have them sign & date it)

Schedules on their 1040

2019 W-2's



What is Required to be Verified?

	V1 Standard Tracking Group	V4 Custom Tracking Group	V5 Aggregate Tracking Group
Tax Filers			
Adjusted Gross Income	●		●
U.S. Income Tax Paid	●		●
Untaxed Portions of Individual Retirement Account (IRA) Distributions and Pensions	●		●
IRA Deductions and Payments	●		●
Tax Exempt Interest Income	●		●
Education Tax Credits	●		●
Nontax filers			
Income Earned from Work	●		●
Number of Household Members	●		●
Number in College	●		●
High School Completion Status		●	●
Statement of Identity & Statement of Educational Purpose		●	●

Download the Federal Register at <https://ifap.ed.gov/sites/default/files/attachments/2020-09/FR090320.pdf>

Do I Need to File a Tax Return?

For 2018: the minimum for single filing status if under age 65 is \$12,000.

- Head of Household under 65, \$18,000
- Married filing jointly under 65, \$24,000

For 2019: the minimum for single filing status if under age 65 is \$12,200.

- Head of Household under 65, \$18,350
- Married filing jointly under 65, \$24,400





Verifying Income for Tax Filers

Verification of **Taxable** Income Information

FAFSA data must be verified using either:

- Using the IRS Data Retrieval Tool (within the FAFSA); Or
- Submitting a **signed** (or preparer's SSN, EIN, or TIN listed) copy of the federal tax return; Or
- Submitting of Tax Return Transcript (From the IRS)

Request a Tax Return Transcript 3 ways:

- Go to **IRS.gov**. Click on "Get Tax Record"
- By calling the IRS at 1-800-829-1040
- By faxing or mailing a 4506T to the IRS

Request Online

What You Need

To register and use this service, you need:

- your [SSN](#), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

What You Get

- All [transcript types](#) are available online
- View, print or download your transcript
- Username and password to return later

[Get Transcript Online](#)



Getting signatures

Effective December 11, 2020

(extension of waivers)

A photograph of the "Third Party Signee" section of an IRS Form 1040-ES. The form is filled out with the following information:
- Do you want to allow another person (other than your paid preparer) to discuss the return with the IRS? ☒ Yes
- Designee's name: STEPH BRAGDON
- Phone no.: (207) 542-3728
- Personal identification number (PIN): 4770
- Your signature: [Signature]
- Date: [Blank]
- Your occupation: PROFESSOR/PHOTOGRAPHY
- Spouse's signature: [Blank]
- Date: [Blank]
- Spouse's occupation: EDUCATION DIRECTOR
- Preparer's name: STEPHANIE BRAGDON
- Preparer's signature: [Signature]
- Date: 2/28/2020
- PIN: 20047254
- Firm's name: Bagley & Bragdon, PA
- Firm's address: 792 Stillwater Avenue, BANGOR, ME 04401
- Phone no.: (207) 542-3728
- Fax no.: (207) 542-3728
The form also includes checkboxes for "Check if" (Sole proprietor, Partnership, S corporation, or Trust) and a "Form 1040-ES" label at the bottom right.

Institutions of Higher Ed (IHE) are permitted to **waive the requirement for a parental signature** in the event that it cannot be obtained, or accept a document signed and photographed and sent by email or text message attachment, on any verification documentation required to validate a student's title IV eligibility;

This waiver **expires** at the end of the payment period that begins after the date on which the Federally-declared national emergency related to COVID-19 is rescinded.

<https://www.federalregister.gov/documents/2020/12/11/2020-27042/federal-student-aid-programs-student-assistance-general-provisions-federal-perkins-loan-program>

Form 4506-T (June 2019) Department of the Treasury Internal Revenue Service	Request for Transcript of Tax Return ▶ Do not sign this form unless all applicable lines have been completed. ▶ Request may be rejected if the form is incomplete or illegible. ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t .	OMB No. 1545-1872
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Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 Customer file number (if applicable) (see instructions)	

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New** under **Future Developments** on Page 2 for additional information.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. 1040
a Return Transcript , which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days. X
b Account Transcript , which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days. <input type="checkbox"/>
c Record of Account , which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days. <input type="checkbox"/>
7 Verification of Nonfiling , which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days. <input type="checkbox"/>
8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days. <input type="checkbox"/>

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. 12 / 31 / 19
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Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

X Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions. Phone number of taxpayer on line 1a or 2a

Sign Here	Signature (see instructions) _____ Date _____
Title (if line 1a above is a corporation, partnership, estate, or trust) _____	_____
Spouse's signature _____	Date _____

Tax Return Transcripts

Form 4506T

- Fill in lines 1-4 (demographic info)
- Recommended for line 5 "Customer File Number": Use student ID# (do not include parts of the tax payer SSN)
- Line 6 enter "1040"
- Check off 6a
- Line 9 enter "12/31/19" (for AY 21-22)
- Check off that "Signatory attests..."
- Phone Number, sign & date

Acceptable Documentation for Tax Filers

From Nov 2019 FSA Conference: Verification Session

GS3. Keynote Address GS4. Verification

Acceptable Documentation

- An institution may request applicants submit a tax transcript as documentation of income and tax information
- A signed copy of the income tax return is also acceptable
- An institution may not require a tax transcript in lieu of a signed copy of the income tax return unless the institution has concerns about the validity of the tax return submitted
- In those circumstances the institution may require a tax return transcript or other documentation specified in the annual *Federal Register* notice
- The institution must document the reason why the income tax return was not acceptable

Federal Student Aid

AN OFFICE OF THE U.S. DEPARTMENT OF EDUCATION

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1:01:23 / 1:04:37

What about Tax Filing Extensions?

2021-22 FAFSA requires **2019** taxes and the FAFSA became available on October 1, 2020.

- Extensions are automatically granted to extend until Oct. Taxes should now have been filed by the time the FAFSA is available but.....
- Extensions **beyond** the automatic 6 month extension require:
 - a copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2019.
 - Verification of non-filing from the IRS dated on/after October 1, 2020.
 - copies of all their 2019 W-2 forms (or equivalent), and
 - if self-employed, a signed statement with the amounts of their AGI and U.S. income taxes paid for tax year 2019.

What about Tax Amendments?

To complete verification you will need **One of the following:**

What it was

&

**What was
corrected**

- ✓ Tax transferred in to the FAFSA using the IRS Data Retrieval Tool with all the information from the original tax return; **or**
- ✓ an IRS tax return transcript (which does not have to be signed); **or**
- ✓ A signed copy of the tax return;

And

- a signed copy of the 1040X form that was filed



What about those who are victims of **tax-related identity theft?**

Victims of identity theft who **cannot get a return transcript or use the DRT** can verify income with:

- ✓ a Tax Return DataBase View (TRDBV) transcript **as well**
- ✓ as a signed and dated statement indicating that they were victims of tax-related identity theft and that the IRS is aware of it.

You can obtain a TRDBV by calling the IRS's Identity Protection Specialized Unit (IPSU) at 800-908-4490.

*Those who have tried and cannot obtain a TRDBV transcript may instead submit a copy of the tax return or another official IRS transcript or equivalent IRS document if it includes all of the income and tax information required to be verified.

Parent Questions for Tax Filers Only

Student Demographics School Selection Dependency Status Parent Demographics **Parent Financials** Student Financials Sign & Submit Confirmation

PARENT INFORMATION

Did your parents have any of the following items in 2019? Enter amounts for all that apply.

Combat pay or special combat pay. **This should be zero for enlisted persons and warrant officers** (including commissioned warrant officers) because their combat pay is entirely nontaxable. Only enter [taxable combat pay](#) included in your parents adjusted gross income. ?

\$.00

Student college grant and scholarship aid reported to the IRS in your parents' income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships. ?

\$.00

Education credits (American Opportunity Tax Credit or Lifetime Learning Tax Credit) from IRS Form 1040 Schedule 3-line 3 ?

\$.00

Untaxed portions of IRA distributions and pensions from IRS Form 1040-lines (4a + 4c) - (4b + 4d). **Exclude rollovers.** If negative, enter a zero here. ?

\$.00

IRA deductions and payments to self-employed SEP, SIMPLE, Keogh, and other qualified plans from IRS Form 1040 Schedule 1-total of lines 15 + 19 ?

\$.00

Tax exempt interest income from IRS Form 1040-line 2a ?

\$.00

PREVIOUS NEXT

Under “Untaxed Income”:

Untaxed portions of IRA Distributions are listed on the FAFSA.

However - rollovers are **excluded from the FAFSA.

Rollover: a transfer of funds from one eligible retirement account to another. Not a taxable event, but listed on the 1040.

Financial Aid Office will need to collect a signed statement certifying that the untaxed pension or IRA distribution contained a rollover.

Verifying Income for Nontax Filers

Acceptable documentation:

- ✓(1) A signed statement certifying—
 - (a) That the individual has not filed and is not required to file a 2019 income tax return; and
 - (b) The sources of 2019 income earned from work and the amount of income from each source;
- ✓(2) A copy of IRS Form W–2 for each source of 2019 employment income received or an equivalent document;



AND

- ✓(3) **Except for dependent students**, Verification of Nonfiling (VNF) from the IRS or other relevant tax authority dated on or after October 1, 2020.

OR

- ✓ If unable to receive VNF, schools can accept a signed statement certifying that the individual has attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation;
 - and**
 - not filed a 2019 income tax return and are not required to file a tax return (for verification of 2021-22 FAFSA);
 - and**
 - listed the sources of any 2019 income and the amount of income from each source. If self-employed, the signed statement must also include the amount of AGI and U.S. income tax paid for the applicable tax year.

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<p>Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9948. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.</p>		
1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)	
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return	
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)		
4 Previous address shown on the last return filed if different from line 3 (see instructions)		
5 Customer file number (if applicable) (see instructions)		
<p>Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See What's New under Future Developments on Page 2 for additional information.</p>		
<p>6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶</p>		
<p>a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days <input type="checkbox"/></p>		
<p>b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days <input type="checkbox"/></p>		
<p>c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days <input type="checkbox"/></p>		
<p>7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days <input checked="" type="checkbox"/> X</p>		
<p>8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days <input type="checkbox"/></p>		
<p>Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.</p>		
<p>9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. 12 / 31 / 19 / / / /</p>		
<p>Caution: Do not sign this form unless all applicable lines have been completed.</p>		
<p>Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. Note: This form must be received by IRS within 120 days of the signature date.</p>		
<p>X Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.</p>		Phone number of taxpayer on line 1a or 2a
Sign Here	<p>Signature (see instructions) _____ Date _____</p>	
	<p>Title (if line 1a above is a corporation, partnership, estate, or trust) _____</p>	
	<p>Spouse's signature _____ Date _____</p>	
<p>For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form 4506-T (Rev. 6-2019)</p>		

Requesting a Verification of Non-Filing letter

Form 4506T

- Fill in lines 1-4 (demographic info)
- Recommended for line 5 "Customer File Number": Use student ID# (do not include parts of the tax payer SSN)
- Check off box 7
- Line 9 enter "12/31/19" (for AY 21-22)
- Phone Number, sign & date

Or online at IRS.gov

- Click on "Get Transcript Online"
- **Cannot** use toll free number or online "Get Transcript by Mail"



Verifying Income for Nontax Filers

Acceptable documentation: (continued)

If no copy of the w-2 can be produced, they should request a duplicate from the employer who issued the original.

If the individual is unable to obtain a duplicate W-2 or an equivalent document in a timely manner, the institution may permit that individual to **provide a signed statement, in accordance with 34 CFR 668.57(a)(6), that includes—**

- (a) The amount of income earned from work;
- (b) The source of that income; and
- (c) The reason why the IRS Form W-2, or an equivalent document, is not available in a timely manner.





Verifying Income for Nontax Filers

In relation to the **W-2**, the July 9, 2020 Electronic Announcement adds this guidance:

"During this period of national emergency, the Department is permitting institutions to **accept a copy of a paystub, an employment offer letter, evidence of direct deposit from an employer, or other similar information for verification purposes.**

In the case of foster care youth, given the unlikelihood that such students would have earned enough to require them to file taxes, we will permit the institution to accept a signed statement from the foster care youth that he or she earned less than the amount that triggers the requirement for taxpayers to file tax returns."

<https://ifap.ed.gov/electronic-announcements/070920AltAcceptDocCompleteIRSVNFW2ProfJudgmentCOVID>

Can We Allow Students To Send Verification and Other Documents Via Email Due To Coronavirus?

- Yes, but only if adequate measures are taken to encrypt and protect sensitive data.
 - Options:
 - Submit the documentation through a **secure online student portal**.
 - Another option may be to have the student encrypt and **password-protect an email attachment**.

Automatic Zero EFC

- The parent(s) or independent student's* (and spouse's if applicable) combined was **\$27,000 OR LESS**

AND

- Were you not required to file a Schedule 1 or filed a Schedule 1 only to report: capital gains, unemployment compensation, Alaska Permanent Fund dividends, educator expenses, IRA deductions, or student loan interest deductions

OR

- One of the parents is a dislocated worker

OR

- Any of the FAFSA household members received benefits during 2019 or 2020 from one of the following programs:
 - Medicaid
 - Supplemental Security Income (SSI)
 - Supplemental Nutrition Assistance Program (SNAP)
 - Free or reduced school lunch
 - Temporary Assistance for Needy Families (TANF)
 - Special Supplemental Nutrition for Women, Infants & Children (WIC)

RESULT: The FAFSA will give you the option to skip all asset questions, as well as the student income section. Student will qualify for a **zero EFC**.

*Only independent students with dependents other than spouse are eligible for the Auto Zero EFC.



Special Situations – Auto-Zero EFC

Result 

Parent Skip Remaining Questions?

Student Demographics School Selection Dependency Status Parent Demographics Financial Information Sign & Submit Confirmation

PARENT INFORMATION

Do you want to skip the remaining questions about your and your parents' income and assets?

☐ Yes ☐ No

<https://ifap.ed.gov/efcformulaguide/attachments/2021EFCFormulaGuide.pdf> Pg. 5-7



Special Situations – Auto-Zero EFC

“Students who are eligible for an automatic zero EFC.

- A dependent student must verify:
 - **Parent’s Adjusted Gross Income if they were tax filers OR**
 - **Parent’s income earned from work if they were non-tax filers.**

- An independent student must verify the following income & household size info:
 - The number of household members to determine if the student has any dependents other than a spouse.” **AND**
 - The student and, if applicable, his spouse’s Adjusted Gross Income if they were tax filers;
OR
 - their income earned from work if they were non-tax filers;

Auto - Zero V1	Dependent Students	Independent Students
Parent - Tax Filer:		
Adjusted Gross Income	●	
Student (and spouse if applicable) - Tax filer:		
Adjusted Gross Income		●
Nontax filers:		
Parent's Income Earned from Work	●	
Student's (and spouse if applicable) Income Earned from Work		●
Number of Household Members		●



Verification of Household Info

- Verification of Household Information
 - Household size
 - Number in college

<https://ifap.ed.gov/electronic-announcements/092520VerificationSuggestedTextPackage2122AY>

APPENDIX A 2021–2022 Suggested Verification Text

Number of Household Members and Number in College (**Dependent Student**)

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2021, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021–2022. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2022.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021, and June 30, 2022, and include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
Cool Student	18	Self	XYZ University	



V4 & V5

Acceptable Documentation:

- High School Completion Status
 - HS diploma or equivalency (HiSET, GED, etc.)
 - High School Transcript with date diploma was awarded
 - US or foreign school
 - Homeschool credential (refer to state requirement)
 - In at least an Associate program, excelled but did not complete high school, get documentation from high school that they excelled academically in high school and document that student met admit policy for such students.

**Identity and Statement of Educational Purpose
(To Be Signed at the Institution)**

The student must appear in person at _____ to
(Name of Postsecondary Educational Institution)

verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Identity and Statement of Educational Purpose
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at _____
(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide to the institution:

(c) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

(d) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing
(Print Student's Name)

this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending _____ for 2017–2018.
(Name of Postsecondary Educational Institution)

(Student's Signature) (Date)

(Student's ID Number)

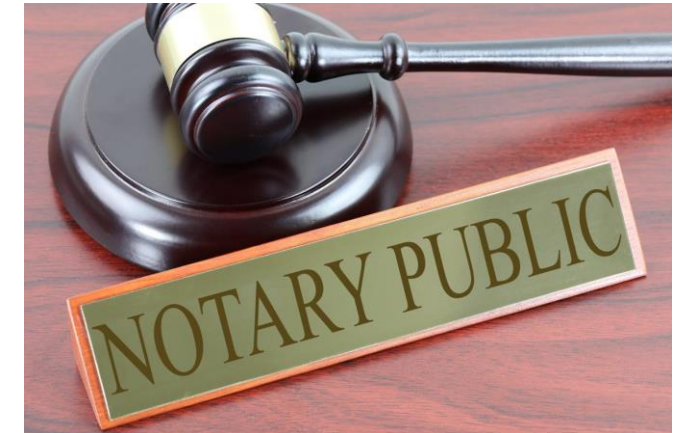
Note: Please contact the financial aid office if you are unable to appear in person.

Acceptable Documentation:

- Valid ID verified IN PERSON:
 - Unexpired valid government issued photo ID
 - Driver's license
 - ID card
 - Passport
 - College must document the date it was presented and the name of the authorized individual in the office that reviewed.
- Must sign & date the DOE version of Statement of Educational Purpose

Acceptable Documentation:

- If unable to appear in person at the school, the student must sign and submit the Statement of Educational Purpose, and must submit a copy of their ID with the statement **signed by a notary public confirming that the student appeared before the notary public and presented the ID confirming their identity**





Unable to document High School Completion

Electric Announcement May 15, 2020 – guidance for 19/20 & 20/21 years

Official documentation of high school completion or documentation of the equivalent of high school completion may be difficult for FAFSA applicants to obtain during this national emergency.

If unable, FAO may accept a signed and dated statement from the applicant in which he or she truthfully attests to his or her secondary school completion or the equivalent. The statement must indicate whether a high school diploma or the equivalent was obtained and date of completion (or approximate date).

<https://ifap.ed.gov/electronic-announcements/051520UPDATEDGuidanceInterruptStudyRelCOVID19May2020>

12/11/20 DOE issues a Federal Register that extends waivers & flexibilities to the end of the payment period following the end of the National Emergency.

<https://www.federalregister.gov/documents/2020/12/11/2020-27042/federal-student-aid-programs-student-assistance-general-provisions-federal-perkins-loan-program>

Verification (Part 668 Subpart E) <https://ifap.ed.gov/electronic-announcements/040320UPDATEDGuidanceInterruptStudyRelCOVID19>

- "For those borrowers in verification groups V4 or V5, the flexibilities listed below apply if the institution is unable to receive the required documents in person or by mail (e.g., qualified staff are not on campus to complete this task or students are not able to mail documents). These flexibilities also apply if the applicant or student is unable to provide the required documents in person or cannot provide notarized documents by mail.
- **We suspend the in-person submission and notary requirements for V4 and V5 verification. The institution may allow an applicant or student to submit copies of the required verification documents electronically to the institution. This may occur by uploading a photo of the documents (including from a smartphone), PDF, or other similar electronic document through a secure school portal, by email, etc."**

DATA EXCHANGED UNDER *FUTURE ACT*

The law is very specific about the data items that can be exchanged between FSA and IRS. For example, the law lists the following data items for the FAFSA®:

- Taxpayer identifying information
- Filing status
- Adjusted gross income
- Total exemptions claimed
- Number of dependents
- That no return was filed
- Net earnings from self-employment, wages, and taxable income from a farming business
- Total income tax
- Total received under American Opportunity and Lifetime Learning credits
- IRA distributions not in adjusted gross income
- IRA contributions and payments to self-employment SEP, Keogh, and other plans deducted from income
- Tax-exempt interest received
- Retirement pensions and annuities not included in adjusted gross income
- That Schedule A, B, D, E, F, and H were filed
- Amount reported on Schedule C as net profit or loss



Verification Tax Return Transcript Matrix

2021–2022 FAFSA Verification-IRS Tax Return Transcript Matrix				
2021–2022 FAFSA Information Requiring Verification	2021–2022 FAFSA Q# (Student and Parent)	2021–2022 ISIR Field# (Student and Parent)	2019 IRS Tax Return Transcript Item	2019 IRS 1040 Line # and/or Schedule Line #
Adjusted Gross Income	36 and 84	43 and 106	Adjusted Gross Income	8b
Income Tax Paid	37 and 85	44 and 107	For IRS Form 1040 Transcripts: —"Income Tax After Credits " less "Excess Advance Premium Tax Credit Repayment Amount" if taxes paid is negative, enter "0" (zero)	IRS Form 1040 Line 14 minus Line 2 of Schedule 2
Education Credits	43a and 91a	50 and 113	Education Credit	Schedule 3 Line 3
IRA Deductions and Payments	44b and 92b	57 and 120	KEOGH/SEP Contribution Deduction + IRA Deduction Per Computer	Schedule 1 Line 15 plus 19
Tax Exempt Interest Income	44d and 92d	59 and 122	Tax-Exempt Interest	2a
Untaxed Portions of IRA Distributions and Pensions	44e and 92e	60 and 123	Annuities) minus (Taxable IRA Distributions + Taxable Pension/Annuity Amount) Exclude rollovers. If negative, enter "0" (zero)	(4a + 4c) minus (4b + 4d)
Notes				

<https://ifap.ed.gov/sites/default/files/attachments/2020-11/FAFSAVerification2122IRSTaxReturnTranscriptMatrix.xls>

- **Federal Register Notice of Information to be Verified for the 2021-2022 Award Year**
September 3, 2020 **DOWNLOAD** <https://ifap.ed.gov/sites/default/files/attachments/2020-09/FR090320.pdf>
- **2021-2022 FAFSA Verification Suggested Text** September 25, 2020
<https://ifap.ed.gov/electronic-announcements/092520VerificationSuggestedTextPackage2122AY>
- **FAFSA Verification – 20/21 IRS Tax Return Transcript Matrix** November 26, 2019
<https://ifap.ed.gov/electronic-announcements/112619fafsa2021verifiirstaxreturntranscriptmatrix>
- **Verification Q & As** <https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/verification.html>



Questions?

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