

## What do I need to submit ?



You've been selected for verification and that means the Federal government is requiring us to have certain documents in your file. The Verification Worksheet and Federal income tax information will be part of what is needed.

If you did NOT use the IRS data retrieval tool when you filed your FAFSA you will need to follow the instructions in this brochure. It will guide you based on your situation and tell you what to do.

If you DID use the IRS data retrieval, congratulations. Follow the instructions on the verification worksheet to finish the process.

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### Mount Aloysius College

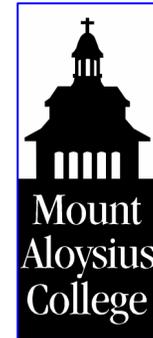
Financial Aid Office  
7373 Admiral Peary Highway  
Cresson, PA 16630

[financialaid@mtaloy.edu](mailto:financialaid@mtaloy.edu)

[www.mtaloy.edu](http://www.mtaloy.edu)

### Verification Instructions

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Financial Aid Office

Tel: 814-886-6357  
Fax: 814-886-6463  
[financialaid@mtaloy.edu](mailto:financialaid@mtaloy.edu)

## How to get your Federal Income Tax Return information

Log into your FAFSA and try the IRS Data Retrieval Tool if:

*\*you are unmarried and your filing status is single, or*

*\*you are married and filed a joint return, or*

*\*you are unmarried and your filing status is head of household.*

### IRS Data Retrieval instructions:

*\*Log into your FAFSA at [www.FAFSA.gov](http://www.FAFSA.gov) and choose **make a correction***

*\*Link to the IRS and transfer your tax information to the FAFSA (both student and parent's, if applicable)*

*\*Resubmit your FAFSA*

**Data retrieval tip:** Be sure to enter your address exactly as it was printed on your federal tax return. Example: if you abbreviated the word street or drive in your address on the return you must also abbreviate it on the IRS retrieval site.

**\*\*\*If the above steps fail, you will need to request an IRS Tax Return Transcript.**

**We cannot use your copies of your tax returns for the verification process.**

See next column for instructions.

## Follow these instructions if you can't get the IRS Data Retrieval Tool to work or fall into one of these categories:

If you did not file a federal tax return and you are an independent student or parent(s) of a dependent student you will need to get a letter of non-filing from the IRS.

*\*Request a confirmation of non-filing by printing a 4506T form at [IRS.gov](http://IRS.gov), completing it checking box 7 and faxing it to the appropriate office.*

### You will need to request an IRS tax return transcript if:

*\*you are married and your filing status is married filing separate (note: we need a transcript for both you and your spouse).*

*\*you got married between January 1, 2018 and the date you filed your FAFSA (note: we need a transcript for both you and your spouse)*

### Tax filers can request a transcript of their 2017 federal tax return, free of charge from the IRS in one of four ways:

- 1) Online request- at [www.irs.gov](http://www.irs.gov)
- 2) Telephone request- Call 1-800-908-9946
- 3) Request at your local IRS Office
- 4) Paper request- form 4506T-EZ, which can be downloaded at:  
<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

IF you filed an **amended return** we will need an original IRS Tax Return Transcript and also a signed copy of the 1040X you filed with the IRS.

## If you filed an Extension

Please provide the following:

- 1) a copy of your IRS Form 4868 or a copy of the IRS's extension approval
- 2) a signed statement self-certifying AGI and taxes paid
- 3) A letter of non-filing from the IRS

The Financial Aid Office is happy to assist you with your questions regarding verification. So, feel free to contact us anytime. **Although, verification can be a frustrating process, it is a required part of obtaining student aid.** Failure to submit documents will jeopardize your eligibility so it's imperative to submit all documents in a timely fashion. Our hope is that this brochure will help you to sail through this process a little easier.