



## 2020-2021 Dependent Verification Information

### Student Financial Services

**You have been selected for verification; you must complete the verification process to be eligible for financial aid.** The law says we have the right to ask you for this information before awarding Federal aid. The sooner we verify your information, the sooner you'll be able to receive financial aid if you're eligible. If there are differences between your application information and your financial documents, the FAFSA may need corrections. **Verification should be completed prior to the start of the school term or within 30 days for students who file after the start of the term. Continuing students will not be awarded until verification is completed.**

### Dependent Student Verification for 2020-2021

Verification is a process to confirm information you provided on the FAFSA. You must provide the following:

- You and your parent(s) must complete, sign and submit a 2020-21 Dependent Verification Worksheet. This form can be obtained from the Quincy University website at [www.quincy.edu/admissions/financial-aid-and-tuition/forms/](http://www.quincy.edu/admissions/financial-aid-and-tuition/forms/) or request the form via email at [financialaid@quincy.edu](mailto:financialaid@quincy.edu) or contact the Financial Services Office.
- If you are a tax filer, you may submit tax information by using the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income information into your FAFSA, or if you are unable or chose not to use the IRS Data Retrieval Tool, then you must submit to the Student Financial Services Office either your 2018 IRS Tax Return Transcript or a signed copy of your 2018 Federal Tax Return with applicable schedules.
- If you will not file and are not required to file a 2018 income tax return with the IRS, then you must complete the student nonfiler section of the Verification Worksheet. If you had earnings from employment in 2018 then you must also submit a copy of your 2018 W-2 forms from all employers.
- If your parent(s) are tax filers, they may submit tax information by using the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income information into your FAFSA or if they are unable or chose not to use the IRS Data Retrieval Tool then you must submit to the Student Financial Services Office either your parent(s)' 2018 IRS Tax Return Transcript or signed copy of their 2018 Federal Tax Return with applicable schedules.
- If your parent(s) will not file and are not required to file a 2018 income tax return with the IRS, then your parent(s) must complete the parent nonfiler section of the Verification Worksheet. If your parent(s) had earnings from employment for 2018, then your parent(s) must submit a copy of their 2018 W-2 forms from all employers. Parents that are nonfilers must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 income tax return was not filed with the IRS or other relevant tax authority. **Note: Verification of Nonfiling** – Individuals are required to obtain verification of nonfiling (VNF) from the IRS or other tax authorities. However, if the individual is unable to obtain VNF from the IRS or other tax authorities and, based upon the institution's determination, it has no reason to question the family's good-faith effort to obtain the required documentation the institution may accept a signed statement certifying that the individual—
  - Attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation; and
  - Has not filed and is not required to file a 2018 income tax return, and a listing of the sources of any 2018 income earned by the individual from work and the amount of income from each source; and
  - A copy of IRS Form W-2, or an equivalent document, for each source of 2018 employment income received by the individual.

Verification ensures that the information students and parents report is accurate. Please refer to the back of this form for additional information on the IRS Data Retrieval process or how to request IRS Tax Return Transcripts. The sooner verification is completed; the sooner financial aid eligibility can be confirmed.

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## Tax Information For Verification

### IRS Data Retrieval Tool

The best way to meet requirements to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and select the "Financial Information" tab. Change the tax filing status to "Already Completed". The FAFSA will ask several questions to determine if the student/parent is eligible for the IRS DRT. Enter your FSA ID and click on "LINK TO IRS". It will ask for your permission to redirect you to the IRS website – click "OK". Enter the name and address exactly as it appears on your Federal Tax Return, and click "Submit". Once accuracy has been ensured, the student/parent should indicate "Transfer My Tax Information into the FAFSA" and click "Transfer Now". You will be redirected back to the FAFSA.gov and you should receive a message: "You have successfully transferred your 2018 IRS tax information". Once returned to the FAFSA, students and parents should be able to see text indicating that information has been "Transferred from the IRS". The transferred information will be masked and cannot be viewed by the student or parent. Students and parents should not make any changes to any of the transferred information, as doing so will nullify the transfer process. Make sure to sign and submit the FAFSA with the Parent and Student FSA ID information. You should receive a Confirmation Page stating that you have successfully submitted changes to your FAFSA.

An aid applicant or their parent(s) is unable to utilize the IRS Data Retrieval Tool and will have to submit an IRS Tax Return Transcript or signed copy of Federal Tax Return with applicable schedules to complete verification if: (a) The student/parent is married and either the student/parent or his/her spouse filed as Married Filing Separately; (b) The student/parent is married, and either the student/parent or his/her spouse filed as Single or Head of Household; (c) The parents' marital status is "Unmarried and both parents living together"; (d) The student/parent filed an amended tax return; or, (e) The student/parent filed a Puerto Rico or foreign tax return.

An applicant/parent will also need to request an IRS Tax Return Transcript or provide a signed copy of their 2018 Federal Tax Return with applicable schedules if: (a) The applicant (or parent of a dependent student) was unable or chose not to use the IRS Data Retrieval Process – either on the initial FAFSA or through the FOTW correction process; or (b) Information included on the FAFSA using the IRS Data Retrieval Process was changed after being imported from the IRS.

### IRS Tax Return Transcript

A 2018 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** -- Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** -- Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** -- 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** -- IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

### 2018 Signed Copy of Federal Tax Return and Applicable Schedules

- A signed copy of the 2018 Federal Income Tax Return with applicable schedules that the tax filer submitted to the IRS or other tax authorities is acceptable documentation. Tax returns include the 2018 IRS Form 1040 and applicable schedules, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer.

If both parents are reported on the FAFSA and parents filed 2018 IRS income tax returns separately, the IRS DRT cannot be used. Either the **2018 IRS Tax Return Transcript(s)** or **signed copy of 2018 Federal Tax Return(s) with applicable schedules** must be provided for each.

If the student or parent(s) filed an amended return, refer to the unusual circumstances section on the back of the Verification Worksheet or contact your financial aid counselor for special instructions.