

2021-22 FAFSA Verification Instructions – Dependent

Contact: IVFINDEP

**You will not be able to receive a Financial Aid award letter until this issue is resolved.
THIS IS AN URGENT MATTER.**

Your FAFSA was selected by the U.S. Department of Education for a process called “Verification”. This is a quality control process which requires us to collect additional documents and information to confirm the accuracy of the data which was reported on the student’s FAFSA. This affects about thirty percent (30%) of all FAFSA’s that are filed. **Although this is a routine process, completing your application for Federal Financial Aid cannot continue until this is completed.**

Items that we need from you include:

1) Verification Worksheet: You will be required to complete and submit a Verification Worksheet. The appropriate Verification Worksheet required has been presented to you on your MyKWU Student Portal under >Student Financial Planning > “Financial Aid Document Tracking”> 2021-22. Print the pdf document, complete and sign it, and submit it to us. A parent (whose information is on the 2021-22 FAFSA) must sign this worksheet. Time is of the essence, so please do this at your earliest convenience!

2) 2019 Income and/or Tax Information Needed from Student as well as Parent:

- Non-tax filers need to submit W-2’s for each employer from 2019.
- Tax filers should link to the IRS to transfer 2019 tax data into the FAFSA. If you are unable to do so, please submit either a Tax Return Transcript OR a signed copy of your 2019 Tax Return (1040 form along with applicable schedules). The preferred method of providing income tax data is via the IRS Data Retrieval Tool within FAFSA.

*For a Step-by-Step instruction on how to use the IRS Data Retrieval Tool:
go to www.kwu.edu > Current Students> Student Financial Planning >
Forms > 2020-21 > Step-by-Step IRS DRT.*

- Question: What parent income and tax information will we need?

Parent Marital Status: For:	Parent whose information appears on FAFSA	Both parents information
Parents who are married and living together,		Both parents
Parents who were never married, but are the biological parents and are living together		Both parents
Parents who are divorced and living apart, and not yet remarried,	FAFSA parent only	
Parent who is divorced from the student’s biological parent and remarried		Custodial parent and step parent information

3) 2019 Tax Extension to File

- If you were approved for a tax-filing extension BEYOND the standard six months, please contact the Office of Student Financial Planning.

How to request an IRS Tax Return Transcript

On-Line Request

You can download your 2019 Tax Return Transcript or request it be mailed to you.

OR

Telephone Request

You can request a copy of the 2019 IRS Tax RETURN Transcript from the IRS by telephone

Go to www.IRS.gov.

- On the main Home Page, Click on “Get My Tax Record.”
- Follow the instructions therein to download or mail the 2019 IRS Tax RETURN Transcript. If you choose mail, the IRS will send the Tax Return Transcript to the address on your 2019 Tax Return. This will take 7-10 business days.

- You may also call the IRS automated phone service at 1-800-908-9946 to receive your Tax Return Transcript by mail. Again, your Tax Return transcript will be mailed to the address on your 2019 Tax Return.

- Please send all of the pages of the 2019 Tax Return Transcript to us. (HINT: Sometimes these are dual sided. We will need both sides.)

Within 5 business days of receiving the required documents, check your MyKWU Portal Account > Financial Aid Document Tracking>2020-21. If Verification is then completed, this alert will show “Completed”, and if any documents are required, they will be listed there as “Expected”. Once verification is completed, you can expect an award letter in your KWU email and your MyKWU Portal account in the near future.

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