SUNY Cobleskill

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# 2019-2020 Verification Instructions

## What is Verification?

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. Documents may be requested to resolve conflicting data. To verify that we have the correct information we will compare your FAFSA with the information on this worksheet and with other required documents. If there are discrepancies, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach all required documents, and submit the form and required documents to the Student Financial Services Office. If you have questions about verification, contact the Student Financial Services Office as soon as possible so that your financial aid awards will not be delayed.

## What Happens after Verification is Complete?

All submitted documents will be reviewed for accuracy. If necessary, corrections will be made to the FAFSA and students will be notified by the Central Processing System that changes have been made. Once the changes are complete, the student will then be able to view an updated award letter on their Banner Web. Awards can be viewed and accepted through Banner under the Financial Aid tab, Financial Aid Status.

## Deadline for Submitting Documents

All verification materials must be submitted before any federal aid can be placed on the students account. Verification can be competed at any time during the academic year provided that we have an official FAFSA before the last day of attendance and we have received all verification materials by the last day of classes. If we do not receive the verification materials by that date we will not proceed with the verification process and the student will not be eligible for any federal aid.

## Student's Family Information

For the people in your parent(s) household, include:

1. Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).

2. Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if they do not live with your parent(s)

3. Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020. Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary

educational institution any time between July 1, 2019, and June 30, 2020. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

## Student's and/or Parents Income Information

Part of the verification process involves verifying that the information on the FAFSA form is correct. Students and parents can supply the Student Financial Services Office with any W-2(s), Schedule C, Schedule F and the IRS Tax Return Transcript. **COPIES OF TAX RETURNS ARE NOT SUFFICIENT FOR VERIFICATION PURPOSES.**

1. IRS Data Retrieval - Complete this section if the student and/or parent filed a 2017 income tax return with the IRS. The ***BEST*** way to verify income is using the IRS Data Retrieval Tool as part of FAFSA on the Web. If the student and/or parent have not already used the tool, go to www.FAFSA.gov, login to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the FINANCIAL INFORMATION section of the form. From there, follow the instructions to determine if the student and/or parent is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool, contact the Financial Aid Office.

2. IRS Tax Transcript – Make sure to request the "IRS Tax Return Transcript" and **not** the "IRS Tax Account Transcript". You will need your social security number, date of birth, and the exact address used when you filed with the IRS.

   a. **ONLINE:** Go to www.IRS.gov and select Get Your Tax Record,
      - I. Get Transcript Online (ACCESS LIMITED)
        1. Follow the instructions to download and print the Tax Return Transcript.
      - II. Get Transcript by Mail
        1. Input information
        2. Select **Return Transcript**
        3. Select **2017** for Tax Year
      - III. You may also print your W-2s from this site as well.

   b. **IRS FORM 4506-T:** Go to www.irs.gov
      - I. Click on "Forms & Instructions"
      - II. Scroll down and click on the FORM 4506-T.
        1. Fill out the 4506-T form and send to the IRS. A paper transcript will be mailed to the requestor within 5-10 days.

If an individual filed an amended IRS income tax return for tax year 2017, provide both of the following:

1. A signed copy of the original 2017 IRS income tax return that was filed with the IRS or a **2017 IRS Tax Return Transcript** (signature not required) for the 2017 tax year; and
2. A signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS