



2018-2019 Independent Verification Checklist

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Verification is a process required by the Dept. of Education to confirm the information you provided on the FAFSA. Your award letter will indicate all documents needed to complete your financial aid file. You may also view your list of requirements online via BannerWeb, and will receive weekly email notifications of documents which are missing or incomplete. Follow the checklists below to see which documents you may need to submit—be sure to include your student ID number on all documents submitted.

If you/your spouse filed a federal tax return in 2016:

1. Submit the verification worksheet(s) indicated in your award letter or notification emails
2. Transfer your tax return data into your FAFSA using the Data Retrieval Process (DRT) at www.fafsa.gov
 - Log back into your FAFSA at www.fafsa.gov using your FSA ID.
 - Choose the 2018-2019 FAFSA, and click on *Make FAFSA Corrections*.
 - Click on *Financial Information* and follow the prompts to link to the IRS. Check the box to transfer the information and click on *Transfer Now*, or the information will not be imported to your FAFSA.
 - Be sure to submit the updates to your FAFSA before logging off.
3. If you are unable to or choose not to use the DRT process, you may request a *Tax Return Transcript* from the IRS as follows:
 - Online:
 - Go to <http://www.irs.gov>.
 - Under the *Tools* section of the homepage, click *Get a Tax Transcript*.
 - Click *Get Transcript by Mail*, and follow the prompts using the primary tax-payer's information from the tax return.
 - Choose *Tax Return Transcript* as the requested form, and *2016* as the tax year. It will be mailed to the address on your tax return.
 - Telephone:
 - Call 1-800-908-9946, and follow the prompts to request the 2016 *Tax Return Transcript*. It will be mailed to the address on your tax return.
4. You may also be asked to submit copies of all sources of income (W-2s, 1099s, etc.)

If you and/or your spouse did not file a federal tax return in 2016:

1. Submit the verification worksheet(s) indicated in your award letter or notification emails
2. Request a *Verification of Non-Filing* letter from the IRS
 - Download IRS Form 4506T-EZ at <http://www.uiw.edu/finaid/forms.html>, or at www.irs.gov
 - Fill in items 1-4, and check Box 7.
 - Enter "12/31/2016" in Box 9, sign and date the form.
 - Mail or fax the completed form to the address/number indicated in the instruction sheets.
 - * **Do not list the Office of Financial Assistance address as a 3rd party to have the transcript sent directly to us, as we may be unable to match up your information, which will delay your aid.**
3. If you/your spouse worked in 2016, you must also submit copies of all sources of income (W-2s, 1099s, etc.)