2019-2020 Dependent Verification Checklist

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 parent(s) filed a federal tax return in 2017:

1. Submit the verification worksheet(s) indicated in your award letter or notification emails

2. Transfer your/your parent(s)' 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 2019-2020 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/your parent(s) are unable to or choose not to use the DRT process, you may request a *Tax Return Transcript* from the IRS:

   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 *2017* as the tax year. It will be mailed to the address on your/ your parent(s)' tax return.
   - Enter your student ID number in the "Customer File Number" box

   Telephone:
   - Call 1-800-908-9946, and follow the prompts to request the 2017 *Tax Return Transcript.* It will be mailed to the address on your/your parent(s)' tax return.

4. You/your parent(s) may also be asked to submit copies of all sources of income (W-2s, 1099s, etc.)

If you/your parent(s) did not file a federal tax return in 2017:

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 "12/31/2017" in Box 9, sign and date the form.
   - Enter your student ID number in the "Customer File Number" box
   - 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 parent(s) worked in 2017, you/your parent(s) must also submit copies of all sources of income (W-2s, 1099s, etc.)