

GENESEO

Federal Verification of FAFSA Information

Verification is a federal requirement in which the Federal Central Processing Center (CPS) selects Free Application for Federal Student Aid (FAFSA) applicants for review by the Office of Financial Aid. You will see a note on your Student Aid Report if you have been selected for verification by the federal processor. You may also be selected by the school. Once selected, we are required by federal law to compare the information on your FAFSA with the information from the IRS, Verification Worksheet(s) and any other required documents.

Please submit all required documents as soon as possible. For your financial aid to remain as anticipated credit on your account, the deadline for submission is **September 1, 2019 (February 1, 2020 for new spring admits.)** The final deadline is 120 days after the last day of enrollment or September 15 of the next academic year, whichever comes first. Note: federal loans cannot be certified after a student ceases to be enrolled, whether due to withdrawal or the end of the enrollment period.

For more information on the verification process, go to https://www.geneseo.edu/financial_aid/verification.

IRS DATA RETRIEVAL

When completing the income sections of the FAFSA at www.fafsa.gov, the applicant (and parent) is given the option to have data retrieved directly from the IRS. This is called the IRS data retrieval tool. **If you did not use the IRS data retrieval tool when completing your FAFSA, it is HIGHLY recommended that you go back into your application and correct the income sections using the IRS tool. This is the QUICKEST and MOST ACCURATE way to complete the verification process.**

If an applicant is unable to use the data retrieval tool, the applicant and the parents will be required to submit either a SIGNED copy of their 2017 federal tax return OR an IRS TAX RETURN TRANSCRIPT.

Tax Filers Who May NOT be Able to Use the IRS Data Retrieval Process

- Those with a tax filing status of “married filing separately” or “head of household” (married tax filers only).
- A joint tax return was filed and the student or the student’s parents have filed the FAFSA with a marital status of separated, divorced or widowed. (**Both** a signed copy of the federal tax return and **all** W2s will be required to complete verification).
- Those who filed an amended tax return.

REQUESTING AN IRS TAX RETURN TRANSCRIPT

A **2017 IRS Tax Return Transcript** may be obtained through:

- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” 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.
- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” 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.
- 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.

Note: Those that are married but file taxes separately will need to provide tax return transcripts from both parties.

Please note that all transcripts are free of charge.

IF AN IRS TAX RETURN WILL NOT AND IS NOT REQUIRED TO BE FILED

All nontax filers, except for a dependent student, MUST provide confirmation of non-filing dated after October 1, 2018. A confirmation of non-filing can be obtained from the IRS at www.irs.gov using Form 4506-T and checking box 7. Non-filers that worked must also provide copies of all W-2 forms from all employers.

SPECIAL CIRCUMSTANCES

Individuals Granted a Filing Extension by the IRS

If an individual is required to file an IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for the tax year;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for the tax year
- Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018. A confirmation of non-filing MUST be obtained from the IRS using Form 4506-T and checking box 7;
- A copy of IRS Form W-2 for each source of employment income received for the tax year and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for the tax year.

Individuals Who Filed an Amended IRS Income Tax Return

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

- A signed copy of the federal tax return for the tax year (with the incorrect tax information); and
- A signed copy of the IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Individuals Who Filed Non-IRS Income Tax Returns

- An individual who filed or will file an income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a copy of a transcript of their tax information if a transcript is available at no charge from that jurisdiction's tax authority.

All paperwork may be sent to: