

## VERIFICATION PROCESS

Students may be selected for verification by the United States Department of Education; in such cases, students will be required to complete the IRS data retrieval or request a “**tax return transcript**” (NOT “account transcript”) through the [IRS.gov](https://www.irs.gov) website. It is easier and much faster to utilize the IRS Data Retrieval Tool while completing the FAFSA application. It is crucial that the address used match the address on the tax return.

For students and/or parents who amended their federal taxes, it will be necessary to request the “tax return transcript” as the IRS Data Retrieval Tool will not be in operation.

**The IRS Data Retrieval and the IRS Tax Return Transcript through [IRS.gov](https://www.irs.gov) are the only two options to complete the verification process.**

In addition, students and parents are requested to complete and sign the appropriate forms to finalize the verification process.