



## Resources for Completing FAFSA Verification Process

**Champions For Learning is happy to share this resource with the community. Champions For Learning is a partner in Future Ready Collier, which is a network of more than 50 organizations, businesses, schools and community members working to ensure every child is ready for Kindergarten, and every young person enters adulthood with a vision and plan to accomplish that vision.**

**Future Ready Collier is the Collier partner supporting the five-county FutureMakers Coalition, with a goal to transform Southwest Florida's workforce by increasing the number of college degrees, certificates or other high-quality credentials from 27 percent to 55 percent by 2025.**

### Documents Needed to Complete the FAFSA Verification Process

**If your 2018-19 FAFSA was selected for verification the schools you are applying to will require you to complete a verification worksheet (varies by school) and may require you to provide additional documents to support the items you reported on your FAFSA.**

#### **If the Student and/or Parent Filed Taxes in 2016**

If you filed a 2016 tax return, but are unable to use the IRS Data Retrieval Tool, you will need to request a copy of your Tax Return Transcript from the IRS and submit the transcript to your financial aid office.

*The IRS will waive the usual fees and expedite requests for copies of previously filed tax returns for Hurricane Irma affected taxpayers. Taxpayers should put the assigned Disaster Designation "Florida, Hurricane Irma" in red ink at the top of [Form 4506](#), Request for Copy of Tax Return, or [Form 4506-T](#), Request for Transcript of Tax Return, as appropriate, and submit it to the IRS. If you are unable to submit the paper form, you can call 1-866-562-5227. (source: <https://www.irs.gov/businesses/small-businesses-self-employed/faqs-for-disaster-victims-copies-of-tax-returns> )*

#### **If the Student and/or Parent Did Not File Taxes in 2016**

**NEW for 2018–2019!** The federal government now requires U.S. citizens and permanent residents to have the IRS verify if no tax return was filed. If you did not file a 2016 tax return, you must request a Verification of Non-Filing Letter from the IRS and submit the non-filing letter to your financial aid office. IRS Form 4506-T can be requested free of charge. (Source: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> )

**TIP:** DO NOT list your school as a third-party recipient when requesting your non-filing letter. You should have the IRS send the document directly to you; then you should submit a copy to your financial aid office.

