

COMPLETING VERIFICATION REQUIREMENTS FOR 2020-21

The FAFSA Central Processing Center randomly selects approximately 30% of all FAFSA applications for verification and identifies the information that must be verified. Selected students will receive a missing information e-mail. **Federal aid cannot be awarded until the verification process has been completed.** Students and parents are encouraged to **submit and electronically sign all online documents prior to June 1, 2020.** Parents of dependent students must create a Dynamic Forms account. Click [here](#) for instructions.

To avoid delays in the processing of your aid, it is extremely important to include your name and M# on each page of the documents that you submit by fax or in person to the MT One Stop. The IRS has limited the personal information they include on tax return transcripts. The SSN, name and address appear abbreviated, which makes it extremely difficult to match tax return transcripts with student files. **DO NOT email income tax related documents that contain Social Security Numbers or other Personally Identifiable Information (PII).** Mail, fax, or bring it to the MT One Stop as noted below.

A. Review Missing Requirements and Instructions.

Students selected for verification will have the required information listed as “Unsatisfied Requirements” in PipelineMT. To view your unsatisfied requirements, complete the following steps:

- 1) Log into PipelineMT.
- 2) Click on the **Financial Aid** option in the left menu and then click the **Requirements & Holds** icon in the box on the right.
- 3) Choose “**2020-21 Financial Aid Year**” in the drop down menu of “**Select Aid Year**” and then **Submit**.
- 4) The “**Student Requirements**” will display first and include all “**Unsatisfied Requirements**” with instructions to complete each requirement. Click on the missing requirement to proceed to the applicable online form.

B. Documentation Required for Verifying the 2018 Income Information Reported on the FAFSA:

<u>Tax Filer:</u> Required to File 2018 tax return	<u>Nontax Filer:</u> Earned Income in 2018	<u>Nontax Filer:</u> \$0 Earned Income in 2018
IMPORTANT: A tax filer must NOT submit the 2018 Tax Year Student Income Verification form or the 2018 Tax Year Parent Income Verification form . Only nontax filers should submit these forms. Tax filers should mail, fax or submit the tax return related information to the MT One Stop.	Nontax filers must certify that a 2018 tax return was not filed and was not required to be filed . The nontax filer, who earned income in 2018, must report and document all earned income.	Nontax filers must certify that a 2018 tax return was not filed and was not required to be filed . The nontax filer, who did not work in 2018, must confirm that they did not work during the tax year.
Verify the 2018 income/tax information by using Option 1 (preferred), Option 2 or Option 3 . Option 1. Utilize the IRS Data Retrieval Tool to import 2018 tax return information directly into the FAFSA. See Option 1 instructions. Option 2. Submit the Tax Return Transcript, which must be obtained from the IRS. See Option 2 instructions. Option 3. If you are unable to utilize the IRS Data Retrieval Tool or obtain a Tax Return Transcript, a signed copy of the 1040 can be submitted. It must be signed in the “ Sign Here ” section on first page of the tax return. If you use this option, you must also include all W-2s and all Schedules used to complete the return. Refer to the Option 3 instructions below. See Section C, if tax return was amended or corrected by the IRS.	1. Submit the applicable nontax filer online form: Student (non-filer): Submit the 2018 Tax Year Student Income Verification form . Parent (non-filer): Submit the 2018 Tax Year Parent Income Verification form . 2. Submit copies of all W-2s received in 2018. 3. Parents and Independent students must also submit an IRS Verification of Non-filing Letter . Refer to Option 4 instructions.	1. Submit the applicable nontax filer online form: Student (non-filer): Submit the 2018 Tax Year Student Income Verification form . Parent (non-filer): Submit the 2018 Tax Year Parent Income Verification form . 2. Parents and Independent students must also submit a Verification of Non-filing Letter obtained from the IRS. Refer to Option 4 instructions.

C. Documentation for Verifying the 2018 Income of an Amended or Corrected Return.

1. Submit a Tax Return Transcript **or** a signed (in the “Sign Here” section on page 1 of the 1040) copy of the original 2018 1040 tax return along with a copy of all 2018 W-2s, 1099s and Schedules (Schedules 1, 2, 3, C, E and F) used to complete the original tax return.
2. Submit a signed copy of the 1040X **or** a Tax Account Transcript. If the IRS corrected the return, the Tax Account Transcript must be submitted.

The majority of students selected for the Verification process will be required to submit a **2020-21 Verification Worksheet and verify the 2018 income** reported on the FAFSA for student/spouse and parents (if dependent). Tax filers must verify their 2018 income by completing **Option 1: IRS Data Retrieval Tool, Option 2: Tax Return Transcript or Option 3: Submitting a signed copy of the tax return.**

Option 1: The IRS Data Retrieval Tool Instructions

We strongly encourage students/parents to use Option 1. It is the easiest and fastest option to access the 2018 IRS tax return information and transfer the data directly into the FAFSA through the correction process.

You <u>can</u> use Option 1 if:	You <u>cannot</u> use Option 1 if:
<ul style="list-style-type: none">• You have filed your federal tax return• You have a valid social security number• You have a FAFSA ID, which consists of a user-created username and password. For more information on the FSA ID: https://fafsa.ed.gov/help/FSAIDfaq01.htm	<ul style="list-style-type: none">• Marital status changed after 12/31/18• Married, but filed separate tax returns or as Head of Household• Victims of Identity Theft must call the IRS’s Identity Protection Specialized Unit (IPSU) at 800-008-4490 to obtain a Tax Return DataBase View (TRDBV) transcript.
How to use the IRS Data Retrieval Tool	
<ol style="list-style-type: none">1. Log into the FAFSA using your FSA ID Username and FSA ID Password.2. Click “Make FAFSA Corrections”.3. Create a Save Key and click “NEXT”.4. Click on the “Financial Information”. If dependent, the Parent Financial Information section will be displayed first. Select “Already completed” for the tax return filing status and answer the eligibility questions. If eligible to use the IRS Data Retrieval Tool, click on the “LINK TO THE IRS” button. Refer to Option 2 below, if you are not eligible to use the IRS Data Retrieval Tool.5. Enter the parent’s FSA ID Username or Verified E-mail Address and FSA ID Password. Click “PROCEED TO IRS SITE” to leave the FAFSA website and enter the IRS Data Retrieval Tool website.6. Click “OK” to accept the IRS Data Retrieval Tool terms of use.7. Enter the requested information and click “SUBMIT”. (NOTE: The address entered must be exactly as it appeared on your 2018 tax return.)8. A box will appear confirming the IRS has located your return along with a list of possible items available to be transferred. However, the actual tax return information cannot be viewed. It will be encrypted to enhance the security and privacy of the tax return information being transferred into the FAFSA. “Transferred from the IRS” will appear instead of the income related information. Check the box to “Transfer My Tax Information into the FAFSA” and click “Transfer Now”. Answer the additional questions and click “NEXT”.9. If using the IRS Data Retrieval Tool to import your income, complete the same IRS Data Retrieval process for the Student Financial Information section.10. Once completed, continue to the “Sign & Submit” tab. You should see that your application was successfully saved. A dependent student’s FAFSA must be signed by both the student and the parent. Read the Terms of Agreement and click “Agree” and then click “SUBMIT MY FAFSA NOW”.11. Corrected FAFSA results will be sent to your school. By successfully using the IRS Data Retrieval Tool, in most cases you will only have to submit the appropriate Verification Worksheet. <p>NOTE: Applicants and parents cannot change the information once it has been transferred from the IRS.</p>	

Option 2: Tax Return Transcript Instructions

If you cannot or chose not to use the IRS Data Retrieval Tool, you must submit a copy of your **2018 Tax Return Transcript** to the MT One Stop. **DO NOT email income tax related documents that contain Social Security Numbers or other PII information. Mail, fax, or bring it to the MT One Stop as noted below.**

HOW TO OBTAIN A TAX RETURN TRANSCRIPT

On-line PDF Version	<ul style="list-style-type: none">Go to https://www.irs.gov/Individuals/Get-Transcript.Select "Get Transcript ONLINE". Follow through the instructions to obtain a PDF copy of the 2018 Tax Return Transcript.
On-line Request to Receive Transcript by Mail	<ul style="list-style-type: none">Go to https://www.irs.gov/Individuals/Get-Transcript.Select "Get Transcript by MAIL". Follow the instructions to request your 2018 "Return Transcript".
Telephone Request	<ul style="list-style-type: none">Call the IRS at 1-800-908-9946. Enter requested personal information.Select "Option 2" to request an IRS Tax Return Transcript and then enter "2018". The Tax Return Transcript should be received within 5-10 days.
Paper Request	<p>Only use this option, if you are unable to use any of the above options. This is the slowest option and can take up to 30 days.</p> <ul style="list-style-type: none">Print IRS Form 4506-T from the IRS website at: https://www.irs.gov/pub/irs-pdf/f4506t.pdf to request an IRS Tax Return Transcript.On Form 4506-T, include the tax form 1040 in number 6 and check the box on 6a. To request Form W-2 and Form 1099 verification, also check box 8.Enter 12/31/2018 as the year or period requested in number 9.Check the box in the signature area to acknowledge you have the authority to sign and request the information. Sign and date the form in the signature area.Mail or fax the completed Form 4506-T to the IRS office indicated on the back of Form 4506-T.

Option 3: Tax Return Instructions

SUBMITTING A SIGNED COPY OF THE 2018 1040 TAX RETURN

1040	<ul style="list-style-type: none">Submit a signed copy the first two pages of the 2018 1040. The tax return must be signed in the "Sign Here" section at the bottom of the first page of the 1040. This section includes the declaration that all information reported to the IRS is true, correct and complete.Submit a copy of all 2018 W-2s. The total of the W-2s should match line 1 of the 1040.Submit a copy of the following Schedules (if applicable) used to complete the 2018 1040 tax return: Schedules 1, 2, 3, C, E and F.
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Option 4: Verification of Non-filing Letter

HOW TO OBTAIN A VERIFICATION OF NON-FILING LETTER

On-line PDF Version	<ul style="list-style-type: none">Go to https://www.irs.gov/Individuals/Get-Transcript.Select "Get Transcript ONLINE". Follow through the instructions to obtain a PDF copy of the 2018 Tax Return Transcript.
Paper Request	<p>Only use this option if you are unable to obtain the non-filing letter on-line. This is the slowest option and can take up to 30 days.</p> <ul style="list-style-type: none">Print IRS Form 4506-T from the IRS website at: https://www.irs.gov/pub/irs-pdf/f4506t.pdfCheck box 7 to obtain the Verification of Non-filing Letter. To request Form W-2 and Form 1099 verification, also check box 8.Include 12/31/2018 as the year or period requested in box 9.Check the box in the signature area to acknowledge you have the authority to sign and request the information. Sign and date the form in the signature area.Mail or fax the completed Form 4506-T to the IRS office indicated on the back of Form 4506-T.
Signed Certification - Exception	<p>This option is only available if you or your parent attempted unsuccessfully to obtain a Verification of Non-filing Letter from the IRS by either requesting the document on-line or by submitting a paper request.</p> <ul style="list-style-type: none">If you are an independent student, you must confirm on the 2018 Tax Year Student Income Verification form that you did attempt to obtain the Verification of Non-filing Letter.If you are a parent, you must confirm on the 2018 Tax Year Parent Income Verification form that you did attempt to obtain the Verification of Non-filing Letter.

Submit the requested information by mail, fax, or in person to the MT One Stop. Do not email tax related documents that contain PII.

Mail: Middle Tennessee State University
MT One Stop, SSAC - Room 260
1301 East Main Street
Murfreesboro, TN 37132

In Person: MT One Stop
Student Services and Admissions Center (SSAC)
Room 210

Fax: 615-898-5167