

## **COMPLETING VERIFICATION REQUIREMENTS FOR 2023-24**

The FAFSA Central Processing Center randomly selects 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, 2023.** Parents of dependent students must create a Dynamic Forms account. Click [here](#) for instructions. To proceed with the Verification process:

### **A. Review missing requirements and instructions.**

Students selected for verification will have the required information listed as **“Unsatisfied Requirements”** in PipelineMT. In addition to documenting the reported income and household members, students may also be required to verify their identity. To view your unsatisfied requirements, complete the following steps:

- Log into PipelineMT.
- Click on the **Financial Aid** option in the left menu and then click the **Requirements & Holds** icon in the box on the right.
- Select **“2023-2024 Financial Aid Year”** and then **Submit**.
- 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. Check for an **“active message(s)”** notation on this page and follow the instructions to review your message(s). Active messages are added to provide additional information to assist students with the Verification process.

### **B. Document the household size and household members in college as reported on the 2023-24 FAFSA.**

- **Dependent Students:** Complete the 2023-24 Dependent Verification Worksheet. Parent must also confirm the information and sign the worksheet.
- **Independent Students:** Complete the 2023-24 Independent Verification Worksheet.

List the full name and age of each household member who was included in the household size on the FAFSA. If any household member will also be attending a post-secondary institution as a half-time degree seeking student during the 2023-24 academic year, also include the name of the family member’s institution.

### **C. Document your 2021 income. Dependent students must also document the parental income.**

**Tax filer:** Choose one of the following options:

- **Option 1:** Utilize the **IRS DRT** to import the tax return information directly into the FAFSA. This is the easiest and most accurate option. Link [here](#) for IRS DRT Instructions.
- **Option 2:** Submit a **tax return transcript** obtained from the IRS. Click [here](#) for instructions.
- **Option 3:** Submit a **signed copy of the 2021 1040 tax return**. To use this option, you **must** also submit a copy of **all W2s, 1099s and Schedules (1, 2, 3, C, D, E, F and K-1) used to complete the tax return**. The signature of the tax filer must be included in the **“Sign Here”** section of the 1040 tax return.

**Nontax filer who earned income during the 2021 calendar year:**

- **Student:** Submit the 2021 Tax Year Student Income Verification form. Fully complete the requested employment information by listing each employer separately along with the amount earned from each employer. Use your W-2(s) to report accurate amounts. Attach a copy of all W-2s received in 2021.
- **Parent:** Submit the 2021 Tax Year Parent Income Verification form. Your parent must fully complete the requested employment information by listing each employer separately along with the amount earned from each employer. Use the 2021 W-2(s) to report accurate amounts. Attach a copy of all W-2s received by your parent(s) in 2021.

**Note:** A Wage and Income Transcript (obtained from the IRS) is acceptable to verify W-2 and 1099 income.

**Nontax filer who did not earn income during the 2021 calendar year:**

- **Student:** Submit the 2021 Tax Year Student Income Verification form. Fully complete the requested employment information.
- **Parent:** Submit the 2021 Tax Year Parent Income Verification form. Parent must fully complete the requested employment information.

**IMPORTANT:** **Parents and Independent Students** who did not file a tax return must also submit a Verification of Non-filing Letter obtained from the IRS. Click [here](#) for instructions for requesting a Verification of Non-filing Letter.

**D. Document the income of a 2021 amended or corrected return.**

1. Submit a Tax Return Transcript **or** a **signed** copy of the **original** 2021 1040 tax return along with a copy of all 2021 W-2s, 1099s and Schedules (Schedules 1, 2, 3, C, D, E, F and K-1) used to complete the original tax return. The signature must be included in the **“Sign Here”** section of the 1040 tax return.
2. Submit a **signed** copy of the 1040X **or** a Tax Account Transcript. If the IRS corrected the tax return, the Tax Account Transcript must be submitted.

**NOTE:** Compare the figures reported in column A (original figures) of the 1040X with the signed copy of the original 1040 tax return to confirm you are submitting a copy of the original tax return. A Tax Return Transcript from the IRS will always include the tax figures from the original tax return.

**E. Most common issues that DELAY the Verification process.**

- Submitting Verification documents after the **July 1, 2023 priority date**.
- Failure to check your MTSU email frequently and respond promptly to requested information.
- Failure to use the IRS DRT to transfer the tax information directly into the FAFSA increases the chance that your FAFSA will require corrections.
- Submitting **unsigned** copies of the 1040 or not signing the 1040 in the **“Sign Here”** section.
- Failure to submit all W-2s, 1099s and Schedules with the 1040 tax return.
- Submitting incomplete tax returns or incomplete tax return transcripts will delay the process. Confirm you are faxing both the front and back pages of documents.
- Submitting incomplete Verification Worksheets. The household size and household members in college reported on the Verification Worksheet should match the information reported on the FAFSA.
- Documentation submitted is not legible. Emailed photos of documents may not be compatible.
- Marital status of the parent or student has been reported incorrectly on the FAFSA.
- Student or parent filed their 2021 tax return with an incorrect or questionable tax filing status. The most common error occurs when a married tax filer files their tax return as head of household.
- Reporting the incorrect parent on the FAFSA in the case of divorced or separated parents.

Submit the requested information through the secure MT One Stop Dropbox (<https://www.mtsu.edu/one-stop/>), in person at the MT One Stop or by mail. Do not fax or email tax related documents that contain Personally Identifiable Information (PII), such as Social Security Numbers.

**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