

## Student Financial Aid – Verification FAQ's

### **Do I have to complete the verification process?**

No. However, if you don't complete it, you will be forfeiting your eligibility for financial aid, including some need based scholarships.

### **What is the deadline to submit verification documents?**

For full consideration of all aid resources, all required documents need to be submitted for review to the Office of Student Financial Aid by the Priority Deadline of each semester:

- Fall Semester: June 15
- Spring Semester: November 15
- Summer Semester: April 15

Documents received after the priority deadline of each semester will be processed in the order received. No financial aid will be applied to your student account until all unsatisfied requirements are submitted, reviewed, accepted, processed and posted which may take up to 15 days. ***For faster processing times, please submit all requirements together at one time.***

### **Why do I need to give you this information? Isn't it on the FAFSA form?**

The purpose of the process is to confirm that the information reported on the FAFSA is correct. If any information is incorrect, we must make corrections and submit them to the Department of Education for reprocessing.

You and your family agreed to provide financial information when you completed the FAFSA. Everyone who signs the FAFSA agrees to "If asked, provide information that will verify the accuracy of your completed form."

### **Once I've sent Athens State a copy of the verification forms, data retrieval or tax transcripts, and W-2s I'm done, right?**

Not necessarily. After reviewing the required documents you've submitted, we may need to request additional information and/or documentation to resolve any discrepancies. We will notify you via your Athens State email. We ask you to respond promptly to these requests as this will help to finalize the verification process.

### **I can't find one or more of my W2s. What can I do?**

You can request a "Wage and Income Transcript" from the IRS at the following website: <https://www.irs.gov/individuals/get-transcript>



**I tried using IRS Data Retrieval, but I am having trouble with my FSA ID username and password. What should I do?**

If you are having trouble with your FSA ID user name or password, contact [FAFSA Customer Service](#) immediately for troubleshooting solutions.

**What if I didn't file a federal tax return?**

If federal regulations did not require you, a dependent student, to file a return, simply indicate that you did not file on our Dependent Verification Worksheet. Submit all completed verification forms along with a copy of all W-2 Forms to our office. If your parents did not file a tax return, we need them to obtain a statement of non-filing from the IRS.

If you, an independent student, did not file a federal tax return or were not required to, we require you to obtain a statement of non-filing from the IRS. This can be in the form of a blank tax return transcript.

**What is the difference between a tax transcript and a tax return?**

A Tax Return Transcript is a line-by-line summary of the actual tax return you filed with the Internal Revenue Service (IRS). The Department of Education requires us to confirm that the information you provided on your FAFSA is the same information you filed with the IRS.

**The IRS website offers two different types of transcripts, a return transcript and an account transcript. Which one should I order?**

**Tax Return Transcript? YES!!!**

Tax Account Transcript? NO.

You are required to supply a **tax return transcript** as it includes all lines of the tax return you filed.

**I am divorced or separated but filed a joint tax return with my spouse. What do I do?**

You will be required to provide proof that you were separated on or before the day you completed the FAFSA. One example of acceptable documentation is court documentation that shows a separation date. Another example of acceptable documentation is proof of separate physical addresses on bills for both parties dated on or before the day you filed the FAFSA. You will also be required to provide IRS tax transcripts and all W2s for both you and your spouse.

**My current address is different from what's on my tax return. What do I do?**

When using data retrieval or the online PDF request tax transcript options, when prompted, you should enter the address you filed your tax returns with. If you must order a paper version to be mailed to your new address you may be able to request a tax return transcript via telephone or you may need to complete the [IRS Form 4506T-EZ](#) to request a free copy of a Tax Return Transcript.