



## Student Financial Services Office

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Hello and thank you for choosing Avila. If you are reading this document, it is because your 2023-24 FAFSA has been randomly selected for a process called Verification. This random selection occurs when your FAFSA is processed through the [www.studentaid.gov](http://www.studentaid.gov) website. It is up to the Financial Aid Office at Avila to follow through on this process and correct any inaccuracies on the FAFSA in order to ensure your funding is awarded within Department of Education guidelines.

The information below will tell you just about everything you need to know to help make the process as smooth as possible:

- Read the Verification Worksheet at least one time all the way through before you begin to fill it out.
- White-Out is not allowed to make corrections. You may draw one line through the error and initial next to it, or start over on a clean copy.
- Handwritten signatures are mandatory for this form.
- Once completed, the form can be mailed, faxed or emailed to the Financial Aid Office. That information is listed above in the heading.
- If you were unable to use the IRS DRT, a physical copy of your 2021 tax records are required. A breakdown of what to turn in with the Verification Worksheet is on the next page.
- If you were married as of the date you completed the FAFSA, your spouse's income is required to be accounted for, even if you were not married in the 2021 tax year.
- Do not make any corrections to the FAFSA. The Financial Aid Office will correct any inaccuracies once their review is done.
- Tax documentation referred to in these pages indicates **FEDERAL** taxes only. State taxes are not needed in the verification process.
- The Financial Aid Department may continue to ask for additional documentation after initial review

If you **were unable to use the IRS DRT**, read below to understand what to submit:

If you (and/or your spouse) were **employed for the 2021 tax year and filed your taxes**, your options are to:

- Provide a copy of my Tax Return Transcript (preferred method):
  - Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov)
    - Click "Get Your Tax Record."
    - Click "Get Transcript by Mail." Make sure to request the "Tax Return Transcript" and NOT the "Tax Account Transcript."
    - The transcript is generally received within 10 business days from the IRS's receipt of the online request.
  - Get Transcript Online – Go to [www.irs.gov](http://www.irs.gov)
    - Click "Get Your Tax Record."
    - Click "Get Transcript Online." Make sure to request the "Tax Return Transcript" and NOT the "Tax Account Transcript."
    - To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). **\*used for verification, there are no fees involved.**
    - The transcript displays online upon successful completion of the IRS's two-step authentication.
  - Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
  - Once received, the forms can be sent by mail, fax or email to the information in the heading

**OR**

- Provide a copy of your 2021 1040 tax return. If you were married as of the day you completed the FAFSA, you must provide a copy of your spouse's 2021 tax return. Handwritten signatures are required, anywhere on the document is fine.

If you **earned income from work in the tax year 2021 but did not earn enough to be required to file**, the amount of your earned income still needs to be listed on the Verification Worksheet. The documents to turn in will be:

- All 2021 W2s issued from your employer
- All 1099s if you did contract work or were self-employed in 2021.
  - If you do not have these documents, you must contact each employer to have them send you a copy.
  - If this attempt is unsuccessful, you can request a Wage and Income Transcript from the IRS. To do this, follow the instructions for transcript requests on the previous page making sure that you select “Wage and Income Transcript”.
  - If this attempt is unsuccessful, contact the Financial Aid Office.

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**If you are classified as an Independent student, please read below for additional guidance:**

If you (and/or spouse) **were not employed and had no income earned from work in 2021**, you (and/or your spouse) will need to provide a Verification of Non-Filing Letter from the IRS.

- To do this, follow the instructions for transcript requests on the previous page making sure that you select “Verification of Non-Filing Letter”.
- If this attempt is unsuccessful, contact the Financial Aid Office.