



# Southeast Michigan *Student Aid Challenge*

## I filed my FAFSA, what do I do next?

### *Checking for FAFSA Verification*

#### What is verification?

Verification is a process to confirm that the information a student has provided on the FAFSA is accurate. A FAFSA cannot be reviewed by the student's college(s) until the verification process is complete.

#### How do I know if I have been selected for verification?

*Check your email and college/university portal(s)!*

1. After completing the FAFSA, students should receive an email that acknowledges that their FAFSA has been submitted. This email will come from the Department of Education.
2. After a couple of days, another email will arrive stating that the FAFSA has either been successfully processed *or* that changes need to be made to the FAFSA form. This email will come from the Department of Education. Students can make suggested changes by logging back into the FAFSA, making changes, and then resubmitting the FAFSA.
3. Even if the FAFSA has been processed successfully by the Department of Education, students' college(s) may request verification. Students may be notified by email *or* through the college(s)' online portals if verification is required. *Pro Tip: Check your email and college portals regularly to ensure there are no issues with your FAFSA.* If your FAFSA has been selected for verification, the financial aid process cannot move forward until the verification process has been completed.

#### How is a FAFSA selected for verification?

There are two ways in which a FAFSA can be selected for verification:

1. The U.S. Department of Education selects FAFSAs both at random, if there is an error on the FAFSA, or if the FAFSA is incomplete.
2. Colleges/universities can also select FAFSAs for verification if there are potential errors in the information provided on the FAFSA.

**NOTE:** If a student is selected for verification, they are often notified by email. However, some colleges indicate to students that they have been selected for verification through updates to their admission portals. While many colleges use the language "selected for verification," some might instead state that the student has "missing documents" needed for the financial aid process.



**Detroit Public Schools Community District | Macomb Intermediate School District  
Wayne Regional Educational Service Agencies**





# Southeast Michigan *Student Aid Challenge*

## What documentation do I need to provide if I have been selected for verification?

Typically, documents needed to complete the verification process include:

- Verification worksheet
- Tax Return Transcript retrieved directly from the IRS
- Federal Tax Return
- If the student or parent did not file taxes, they may need to request *verification of nonfiling* from the IRS

*Pro Tip:* Contact your college(s)' financial aid office in order to determine which documents you need to obtain in order to complete the verification process.

## What is the difference between a federal tax return and a tax return transcript?

A *federal tax return* is the original document (1040, 1040A, 1040EZ, etc.) and any supporting forms that were used to file taxes with the IRS (these are the documents that individuals complete through TurboTax, HR Block, an accountant, online, etc.).

A *tax return transcript* is a line-by-line summary of your tax return and supporting forms. The tax return transcript must be retrieved from the IRS database and is only available after the tax return has been processed by the IRS.

## How do I request a tax return transcript or verification of nonfiling?

There are two different ways to request a tax return transcript/verification of non-filing: online or by mail. Unfortunately, while online may be the fastest way to access your tax return transcript, many individuals are not able to request a copy because the system requires that you have a credit card, student loan, mortgage or home equity loan, a home equity line of credit, or an auto loan.

In order to request your transcript online, visit: <https://www.irs.gov/individuals/get-transcript>.

In order to request your tax transcript by mail, visit: <https://sa.www4.irs.gov/irfof-tra/start.do>. You will need:

- Social Security Number
- Date of birth
- Street address you used when you filed taxes
- ZIP code



Detroit Public Schools Community District | Macomb Intermediate School District  
Wayne Regional Educational Service Agencies





# Southeast Michigan *Student Aid Challenge*

**NOTE:** If you have moved from the address you indicated on your tax returns, you should complete form [4506-T, Request for Transcript of Tax Return](#) and mail it into the IRS. This form will allow you to list your current address if it is different from the address shown on your tax return. Your tax return transcript will then be mailed to your current address. After completing this form, you will send it to the IRS via the appropriate address listed on the back of the form.

**NOTE:** [4506-T, Request for Transcript of Tax Return](#) can also be used to request verification of nonfiling.

### **What if I filed an amended tax return?**

If you filed an amended tax return and have been selected for verification, contact the financial aid office at the college/university. Typically, they will require a tax return transcript and a signed copy of your amended tax return (1040X) to be submitted to the financial aid office.

### **Who can I ask for help with the verification process?**

*If you have been notified that you need to make corrections to your FAFSA by the U.S. Department of Education, corrections can be made to your FAFSA by logging back into your form and fixing the areas that FAFSA has marked for corrections. Once you have made corrections, you need to resubmit the FAFSA form.*

*If you have been selected for verification by a college/university, you should contact the college/university's financial aid office and/or consult their website to see which documents you need to provide to complete the verification process. Your high school guidance counselors and/or college adviser may also be able to help with requesting a tax return transcript and with walking you through the process!*

### **Will I still get my financial aid if I have been selected for verification?**

The verification process must be completed before your financial aid can be disbursed to you. Sometimes, your financial aid award may change due to the verification process. It is important to complete the verification process as soon as possible.



**Detroit Public Schools Community District | Macomb Intermediate School District  
Wayne Regional Educational Service Agencies**

