



Resources for Completing FAFSA Verification Process

Champions For Learning is happy to share this resource with the community. Champions For Learning is a partner in Future Ready Collier, which is a network of more than 60 organizations, businesses, schools and community members working to ensure every child is ready for Kindergarten, and every young person enters adulthood with a vision and plan to accomplish that vision.

Future Ready Collier is the Collier partner supporting the five-county FutureMakers Coalition, with a goal to transform Southwest Florida's workforce by increasing the number of college degrees, certificates or other high-quality credentials from 27 percent to 60 percent by 2025.

Documents Needed to Complete the FAFSA Verification Process

If your 2021-22 FAFSA was selected for verification the schools you are applying to will require you to complete a verification worksheet (varies by school) and may require you to provide additional documents to support the items you reported on your FAFSA.

If the Student and/or Parent Filed Taxes in 2019

If you filed a 2019 tax return, but are unable to use the IRS Data Retrieval Tool, you will need to request a copy of your Tax Return Transcript from the IRS and submit the transcript to your financial aid office.

To obtain a Tax Return Transcript you can request it online at <https://www.irs.gov/individuals/get-transcript>, request by phone at 1-800-908-9946, or submit a request by completing a Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

If the Student and/or Parent Did Not File Taxes in 2019

If you did not file a 2019 tax return, some schools may request that you provide a Verification of Non-Filing Letter from the IRS and submit the non-filing letter to your financial aid office. IRS Form 4506-T can be requested free of charge. (Source: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>)

TIP: DO NOT list your school as a third-party recipient when requesting your non-filing letter. You should have the IRS send the document directly to you; then you should submit a copy to your financial aid office.

source: <https://www.irs.gov/individuals/irs-offers-help-to-students-families-to-get-tax-information-for-student-financial-aid-applications>

