

If your FAFSA is selected for verification; Federal Tax Return Transcripts, W-2 forms and additional financial information may be needed to complete your financial aid file. Your financial aid will be estimated and cannot be finalized nor can it credit to your student account until the requested items have been received and reviewed.

Below are some helpful hints to insure submitted items are correct and complete.

### **Federal Tax Return Transcripts**

You must either import your tax return data directly to the FAFSA by using the IRS import feature on the FAFSA (see page 2 for instructions) or you must request a Tax Return Transcript directly from the IRS. (See page 2 for instructions.)

### **When will your tax transcripts be available?**

- A. If you were not required to send a payment to the IRS, your transcript information should be available two weeks after filing electronically or eight weeks after filing by mail.
- B. If you had to send the IRS a payment, your transcript should be available after May 1st if you filed electronically and after June 1st if you filed by mail.
- C. If you filed for an extension, your transcript should be available two weeks after your final return is filed.

### **Please also note:**

If you filed an amended return, you will need to send us a signed copy of your original tax return or transcript and a copy of the 1040X form.

If you're married but you and your spouse filed separate returns, you are not eligible for the import and must request copies of both tax transcripts.

Foreign tax filers: Please provide a signed copy of your foreign tax return (and the currency exchange rate if not in U.S. dollars).

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

If you did not file and were not required to file a federal tax return, please provide a statement to that effect in writing. You can either mail, fax or email us that information. Or you may indicate your non-filer status on our Tax and Resource Worksheet which is available on our web site.

### **Do you need to file a tax return?**

Please refer to [www.IRS.gov](http://www.IRS.gov) for more specific filing requirements, but typically you must file if:

- A. You are married and your combined gross income is more than \$19,000 (if filing separate: must file with income over \$3,700)
- B. You are single (with a dependent-filing as head of household) and gross income is more than \$12,200
- C. You are single (and parents claim you on their tax return) and earned income is more than \$5,800
- D. You are single (and parents cannot claim you on their tax return) and gross income is more than \$9,500

### **Which parent's W-2 and tax information do we need?**

- A. If parents are married to each other, we need tax information for both parents.
- B. If parents are divorced and custodial parent\* is not remarried, we need tax information for your custodial parent only.
- C. If parents are divorced and custodial parent\* is remarried, we need tax information for your parent and step-parent.
- D. If parent is single (or widowed and not remarried), we need tax information for that parent only.
- E. If parents are not married, but live together, we need tax information for the higher wage earner.

\*For divorced parents, the custodial parent is the parent who you have lived with most during the 12 months prior to filing the FAFSA. If you lived equally with both parents, then the parent who provided more financial support is the custodial parent.

### Using the FAFSA IRS Retrieval Tool

1. Sign in at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Select **Make A Correction**. (Select Continue if you started a FAFSA, but haven't submitted it yet.)
3. Choose **Parent Demographic Tab**, scroll to bottom of page and click **Next** (you need to be on the second page of the parent section).
4. First question on page needs to be answered: **Already Completed**.
5. Then review the check boxes to see if any of these circumstances apply, if not, select **None of the Above**.  
You **cannot** use the retrieval tool if any of the following apply (please see options below to request your tax return transcript):
  - a. Married, filing separately
  - b. Filed as Head of Household
  - c. Filed an amended tax return
  - d. Filed a Puerto Rican or foreign tax return
6. You will be presented with the option to Link to the IRS:
  - a. Click **link**
  - b. Fill in filing status
  - c. Fill in address information
  - d. Select **Transfer into FAFSA** button.
7. Once back into FAFSA, go to bottom of screen and click **Save**, then click on **Next**.
8. For the **Student's IRS Data retrieval**, repeat steps 4-7.
9. **IMPORTANT STEP:** Once back into FAFSA, Save and Submit your FAFSA by signing with your FAFSA PIN, agreeing to their terms, and then click **Submit**.

### To request a Tax Return Transcript from the IRS, you may:

1. Go to the IRS website at [www.irs.gov](http://www.irs.gov) and under "Tools", click on "Get Transcript of Your Tax Records." You may print one on-line or order one and get it in the mail.
2. Call the IRS at 1-800-908-9946.
3. Complete the IRS form 4506-T and mail or fax the form to the IRS.  
(When completing the 4506-T, please do not cross anything out and on line 5, DO NOT list a 3rd party to whom to send the transcript. They will mail it to you and you can forward it to the Office of Financial Aid.)
4. Go to your local IRS office and have them print your tax return transcript for you.

### W-2 Forms

If employed the prior year, W-2 forms are needed for everyone listed on the FAFSA even if a federal tax return was not filed. Please submit a legible copy of each W-2 that was received. If you cannot locate a form, please contact the employer. They can send you another copy. Or you may request a copy from the IRS (by submitting the IRS form 4506-T which is available on our web site.)

### Additional Financial Information

In addition to the Tax Transcripts and the W-2 forms, you may be asked to submit supplementary documents available on our website at [www.valpo.edu/financialaid/forms](http://www.valpo.edu/financialaid/forms). If requested, these downloadable forms provide information necessary to complete the Verification process. The most commonly requested forms include: **Tax Return and Additional Resource Worksheet, Household Worksheet, Asset Worksheet, and a FAFSA Signature Page.**

**Please be sure to check the "My documents" section of DataVU to view all needed documents.**

Please submit all requested items to:

Office of Financial Aid  
Valparaiso University  
1700 Chapel Drive  
Valparaiso, IN 46383

Fax to 219-464-5012

Email to [FinAid@Valpo.Edu](mailto:FinAid@Valpo.Edu)

If you have any questions, please call us at 219-464-5015 or toll free at 888-468-2576  
Or visit our web site at [valpo.edu/financialaid](http://valpo.edu/financialaid)