

## What do I need to submit ?



You've been selected for verification and that means the Federal government is requiring us to have certain documents in your file. The Verification Worksheet and Federal income tax information will be part of what is needed.

If you did NOT use the IRS data retrieval tool when you filed your FAFSA you will need to follow the instructions in this brochure. It will guide you based on your situation and tell you what to do.

If you DID use the IRS data retrieval, congratulations. Follow the instructions on the verification worksheet to finish the process.

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### Mount Aloysius College

Financial Aid Office  
7373 Admiral Peary Highway  
Cresson, PA 16630

[financialaid@mtaloy.edu](mailto:financialaid@mtaloy.edu)

[www.mtaloy.edu](http://www.mtaloy.edu)

## Verification Instructions

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Financial Aid Office

Tel: 814-886-6357  
Fax: 814-886-6463  
[financialaid@mtaloy.edu](mailto:financialaid@mtaloy.edu)

## How to get your Federal Income Tax Return information

Log into your FAFSA and try the IRS Data Retrieval Tool if:

*\*you are unmarried and your filing status is single, or*

*\*you are married and filed a joint return, or*

*\*you are unmarried and your filing status is head of household.*

### IRS Data Retrieval instructions:

*\*Log into your FAFSA at [www.FAFSA.gov](http://www.FAFSA.gov) and choose **make a correction***

*\*Link to the IRS and transfer your tax information to the FAFSA (both student and parent's, if applicable)*

*\*Resubmit your FAFSA*

**Data retrieval tip:** Be sure to enter your address exactly as it was printed on your federal tax return. Example: if you abbreviated the word street or drive in your address on the return you must also abbreviate it on the IRS retrieval site.

**\*\*\*If the above steps fail, you will need to request an IRS Tax Return Transcript from the IRS or Submit to us a signed copy of your 1040 with all applicable schedules.**

## Follow these instructions if you can't get the IRS Data Retrieval Tool to work or fall into one of these categories:

If you did not file a federal tax return you will need to get a letter of non-filing from the IRS.

*\*Request a confirmation of non-filing by printing a 4506T form at IRS.gov, completing it by checking box 7 and faxing it to the appropriate office.*

*This statement of non-filing will be sent directly to the student or the parent. It will be your responsibility to then forward it to the Financial Aid Office.*

Tax filers can request a transcript of their 2019 federal tax return, free of charge from the IRS in one of four ways:

- 1) Online request- at [www.irs.gov](http://www.irs.gov)
- 2) Telephone request- Call 1-800-908-9946
- 3) Request at your local IRS Office
- 4) Paper request- form 4506T-EZ, which can be downloaded at:  
<http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

If you filed an **amended return** we will need a signed copy of your original 1040 with all schedules, or an IRS Tax Return Transcript and also a signed copy of the 1040X you filed with the IRS.

## Follow these instructions if you do not have copies of your W2s:

*\*Request Form W2 on IRS.gov by either setting up an account or printing form 4506-T by checking box 8 and faxing to the appropriate office  
**The Form W2 will be sent directly to the student or the parent. It will be your responsibility to then forward it to the Financial Aid Office.***

The Financial Aid Office is happy to assist you with your questions regarding verification. So, feel free to contact us anytime. Although, verification can be a frustrating process, it is a required part of obtaining student aid. Failure to submit documents will jeopardize your eligibility so it's imperative to submit all documents in a timely fashion. Our hope is that this brochure will help you to sail through this process a little easier.