2012 – 2013 FAFSAs Selected for VERIFICATION

Starting with 2012 – 2013 FAFSAs, the federal government has changed the documentation it requires of students whose FAFSAs are selected for verification. Financial Aid Offices will no longer be able to accept Federal Income Tax Returns as it did for prior years. This handout is designed to explain the forms of acceptable documentation if your FAFSA is selected for verification.

Verification Requirements if You (or Your Parent – if dependent)
FILED 2011 FEDERAL INCOME TAX RETURN

- **OPTION 1: USE IRS DATA RETRIEVAL TOOL**

  The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student (or parent – if dependent) has already filed their Income Tax Return, use the IRS Retrieval Tool.

  1. Go to FAFSA.gov, log in to your FAFSA record.
  2. Select “Make FAFSA Corrections”
  3. Navigate to the “Financial Information” section of the form.
  4. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2011 IRS income tax information into your 2012-13 FAFSA.

  **How soon after filing 2011 Federal Tax Return can I use IRS Data Retrieval?**

  - **Online Tax Filers:** It takes up to **two weeks** for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers.
  - **Paper Tax Filers:** It takes up to **eight weeks** for paper IRS tax return filers before you may use IRS Data Retrieval Tool.

- **OPTION 2: REQUEST 2011 IRS TAX TRANSCRIPT**

  If the student (or parent if dependent) is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, a 2011 IRS tax return transcript will be required.

  **How do I request an IRS Tax Transcript?**

  - **Online:** Go to www.IRS.gov and click on the “Order a Return or Account Transcript” link.
  - **Phone:** Call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2011 IRS tax return was filed).

  **How soon after filing 2011 Federal Tax Return can I request IRS Transcript?**

  - **Online Tax Filers** It takes up to **two weeks** for IRS income information to be available.
  - **Paper Tax Filers:** It takes up to **eight weeks** for IRS income information to be available.

**What happens if I don’t use IRS Data Retrieval OR don’t submit Tax Transcript?**

Gavilan College will not award Pell Grant, Federal Work Study & Student Loans.