

2023-2024 Verification Instructions

Your federal application was selected for review in a process called "Verification." Verification is mandated by the U.S. Department of Education and requires schools to gather additional documentation to check the accuracy of information submitted on the FAFSA.

To facilitate this process, you are required to complete and submit a signed **2023-2024 Independent Student Verification** worksheet and certain other forms on income documentation to the Financial Aid Office.

The income tax documents that we accept are based on policy put forth by the U.S. Department of Education. We can only accept either:

- **An updated FAFSA using the IRS Data Retrieval Tool (DRT), OR**
- **A signed copy of the 2021 Income Tax Return and All Schedules you and/or your spouse completed, OR**
- **A 2021 IRS Tax Return Transcript.**

If you did not use the **IRS Data Retrieval Tool** when completing the FAFSA, we encourage you to go back to studentaid.gov and update your tax information via the Retrieval Tool. This is significantly faster than requesting a tax return transcript from the IRS.

To Obtain a Tax Return Transcript from the IRS

If you are unable to use the IRS Data Retrieval Tool, or do not have a signed copy of the 2021 Income Tax Return and All Schedules you and/or your spouse completed, please request a **2021 IRS Tax Return Transcript** as quickly as possible. There are a couple of ways to request a transcript from the IRS.

1. Go to www.irs.gov/transcript
 - a) Click 'Get Transcript Online.'
 - b) Create an account.
 - c) **Select 'Return Transcript' for Tax Year '2021.' Do not select 'Account Transcript.'**
 - d) **Print PDF** copy of the transcript.
2. Go to www.irs.gov/transcript
 - a) Click 'Get Transcript by Mail.'
 - b) Provide the date of birth, address, and SSN of person listed on the 2021 IRS Income Tax Return.
 - c) **Select 'Return Transcript' for Tax Year '2021.' Do not select 'Account Transcript.'**
 - d) The transcript will be mailed to the address on the Return.
3. Call the IRS at 1-800-908-9946.
4. Complete IRS Form 4506T-EZ at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

*If the student and spouse filed **separate** 2021 IRS income tax returns, **2021 IRS Transcripts, or a signed copy of the 2021 Income Tax Return and All Schedules you and/or spouse completed**, must be provided for **each person**.

****If you or your spouse were not required to file a 2021 IRS Income Tax Return: Submit a 2021 IRS Verification of Non-Filing Letter dated on/after October 1, 2022. To request this form, submit Form 4506-T, box 7 (found at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) to the IRS.**

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide **both** of the following:

1. A **Tax Return Data-Base View (TRDBV) transcript** obtained from the IRRRS for year 2021—contact the IRS at 1-800-908-4490;
2. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2021 must provide **both** of the following:

1. A **2021 IRS Tax Return Transcript** (signature not required); OR a **signed copy of the 2021 Income Tax Return and All Schedules you and/or your spouse completed; AND;**
2. A **signed copy of the 2021 IRS Form 1040X (Amended U.S. Individual Income Tax Return)** that was filed with the IRS.

Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed a 2021 income tax return with a tax authority other than the IRS may provide a **signed** copy of his or her income tax that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority.

Do not have transcripts sent directly to ECCC Financial Aid. You must add the students Name and ID# before sending it to our office.