Verification Instructions

Dear GFU Student,

You are receiving the enclosed 2016-17 Verification Worksheet because your Free Application for Federal Student Aid (FAFSA) has been selected for verification. The Financial Aid Office is required to complete a verification review prior to disbursing your need-based financial aid. *We will revise your aid package and notify you of the award change if this review changes your eligibility for need-based financial aid.*

Please complete and return the verification worksheet to our office. In addition, we are required to verify your income from 2015 as well as your parents, if you are dependent, or your spouse if you are married. There are two ways to provide your 2015 income tax information.

1. **Use the IRS Data Retrieval Tool via the FAFSA**. Go to www.fafsa.gov and open your FAFSA record. Request a transfer of your tax information directly from the IRS to your FAFSA by selecting the IRS Data Retrieval Tool. Remember to use this tool for yourself, if you filed a Federal 1040, as well as for your parents. You will be directed to the IRS website to confirm your IRS data to transfer. Be sure to input the exact address that was used on your 2015 Federal tax return. You will then be directed back to the FAFSA. Do not make further changes on this FAFSA transaction and wait to exit FAFSA.gov until you have submitted this change and see a confirmation page showing the successful update. George Fox will receive an updated FAFSA record with confirmation that you used the IRS Data Retrieval Tool. This will satisfy the tax document requirement for verification.

   A helpful video tutorial for using the IRS Data Retrieval Tool can be found on our website at: www.georgefox.edu/offices/financial-aid/helpful-links.html under "Other Links".

2. **Order a Tax Return Transcript.** If you are unable to use the IRS Data Retrieval Tool, you must order a **2015 Tax Return Transcript** for yourself, if you filed, as well as your parents or spouse. You can do this online at www.irs.gov and use the "Get a Tax Transcript" tool to order a tax transcript by mail. Please be sure to order a "tax return" transcript and not a "tax account" transcript. Once you receive the transcript in the mail, forward a copy to the Financial Aid Office. Transcripts are available 3 to 4 weeks after you file your taxes online, longer if you file a paper return.

Not filing a Federal 1040 for 2015? If so, please provide copies of all W-2's you received from employers that provided one to you. If you had income but your employer was not required to provide you with a W-2, please list your job title and earnings in the space provided on the verification worksheet.