

What to do if you have been selected for FAFSA verification

What is verification? Verification is a process where additional documentation must be provided to a college/university to confirm the information provided on a student's Free Application for Federal Student Aid (**FAFSA**) is correct. The federal government requires colleges and universities to verify or confirm the data reported by students and their parent(s) on the **FAFSA**.

Follow the steps below if you have been flagged for verification:

Step 1: Request all the applicable documents from the list below:

- IRS tax transcript for your parents (if they filed taxes in 2017)
- IRS tax transcript for yourself (if you filed taxes in 2017)
- Non-filer statement (IRS form 4506) for your parents (if they did NOT file taxes in 2017)
- Non-filer statement (IRS form 4506) for yourself (if you did NOT file taxes in 2017)

To order a tax transcript:

Option 1: Order Online

If you or your parents have a credit card you can create an account and get the transcript online immediately.

1. Visit: <https://www.irs.gov/individuals/get-transcript>
2. Create an account (use the information for whomever you are requesting the account for)
3. Request a 2017 tax transcript

Option 2: Order by Mail

If you or your parents do NOT have a credit card AND you live at the same address where your parents' 2017 taxes were filed, use this option:

1. Visit <https://www.irs.gov/individuals/get-transcript>
2. Select "Get transcript by mail"
3. Enter information exactly as it appears on the 1040 tax form
4. Request a RETURN TRANSCRIPT for 2017

Option 3:

1. Determine which IRS office is closest to you:

Houston (Downtown)	1919 Smith St. Houston, TX 77002	Monday-Friday 8:30 AM - 4:30 PM	Office Information 281-721-7021
Houston (NW)	12941 I45 N Houston, TX 77060	Monday-Friday 8:30 AM- 4:30 PM	Office Information 713-209-5499
Houston (SE)	8876 Gulf Freeway Houston, TX 77017	Monday-Friday 8:30 AM - 4:30 PM	Office Information 281-721-7021
Houston (SW)	8701 S. Gessner Houston, TX 77074	Monday-Friday 8:30 AM - 4:30 PM	Office Information 281-721-7021

2. Call 844-545-5640 to make an appointment
3. Visit the IRS tax office and request a 2017 tax transcript

To complete form 4506:

1. Complete boxes 1a, 1b, and 3
2. On line 6, write 1040
3. Check the box next to line 7
4. On line 9 write 12/31/17
5. Check the box next to the **“Signatory attests...”** statement
6. Sign and date the form
7. FAX the form the same day to: Internal Revenue Service RAIVS Team using 855-587-9604

Step 2: Login to ALL the portals for each college you have applied to and check missing/incomplete items.

Each college is different, so you may need to check different tabs, links, etc., to find what you are missing to receive your financial aid package. When in doubt, call the office of financial aid for each college to get an update on your package status.

Step 3: Submit all the requested paperwork to each college from which you are expecting an award letter. Be sure to take a photo or scan the tax transcripts and non-filer verifications you receive from the IRS, because you will probably need to submit them to each college.