

Verification & Tax Transcripts

CHECK TO SEE IF YOU HAVE BEEN VERIFIED

U.S. Citizens & Permanent Residents should wait three to five days after submitting their FAFSA online before checking their FAFSA to see if the Department of Education has processed their application.

- Log into your account at www.fafsa.ed.gov. Check that you are accessing information for school year 2015-2016.
- Click the link to your Student Aid Report (SAR) to see if your FAFSA has been processed. If you have an EFC with an asterisk then you will need to contact your financial aid office about additional information. Most students with an asterisk will have to turn in their parents' taxes and a verification sheet (see below) along with a tax transcript (see the next step for how to order this).

Federal Student Aid FAFSA

Form Approved
OMB No. 1845-0001
App. Exp. 12/31/2012

2011-2012 **Electronic Student Aid Report (SAR)**

The SAR summarizes the information you submitted on your 2011-2012 Free Application for Federal Student Aid (FAFSA). **Please send all 5 pages.**

Application Receipt Date:	01/01/2011	XXX-XX-0006 DE (3 *
Processed Date:	01/03/2011	EFC: Expected Family Contribution. This may be zero or a number, but it should not be negative.

Comments About Your Information

Based on the information we have on record for you, your EFC is . You may be eligible to receive a Federal Pell Grant. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work study.

Your FAFSA has been selected for a review process called verification. Your school has the authority to request additional information from you and your parent(s).

We have forwarded your name to Selective Service for registration, as you requested.

WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)

If you need to make corrections to your information, click 'Make FAFSA Corrections' on the 'My FAFSA' page to access your record online. If you need additional help with your SAR, contact your school's financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). If your mailing address or e-mail address changes, you can make the correction online or call 1-800-4-FED-AID and ask a customer service representative to make the change.

Based on your EFC of , you may be eligible for federal financial aid for the 2011-2012 school year.

This student has been flagged for verification. He must contact the financial aid office at each college he has applied to and ask what additional documents he needs to turn in. Most likely, it will be the verification worksheet and a signed copy of his parents' income tax return.

Verification

SUPPORTING DOCUMENTS [VERIFICATION]

Verification Worksheet *(required for all TASFA and FAFSA students who have been verified):*

Check with the financial aid office at each school to which you applied to see if they need additional documents like the verification sheet and a tax transcript, which is retrieved through the IRS website. Immigrant students will always turn in a verification sheet. You can get this from the financial aid website for the schools you are applying to.

UHD		University of Houston-Downtown	
2013-2014 Institutional Verification Form			
<p>Your application was selected for review in a process called Verification. In this process, we will compare information from your application with your and your spouse's/parents' 2012 federal tax forms, or other financial documents. By law we have the right to ask you for this information before awarding federal aid. Any differences between your application information and your documents may require electronic corrections.</p> <p>What you need to do:</p> <p>Submit this completed verification form. Link your and your spouse's/parents' 2012 Tax Return from the IRS to your FAFSA using the Data Retrieval Tool. For the US Dept of Education, UHD cannot accept a copy of your tax return. If you filed a tax return, and cannot link your taxes at www.irs.gov, you must obtain a Tax Return Transcript directly from the IRS. You can request a transcript at www.irs.gov or by calling the IRS automated line at 1-800-908-9946. If you are unable to use the automated line for any reason, call the IRS at 1-800-829-1040.</p>			
A. Student Information			
Name (First, MI, Last)	Social Security Number	UHD ID	Date of Birth
B. Family Information			
<p>List the people in your or your parents' household. Include:</p> <ul style="list-style-type: none"> • Yourself and your spouse/parent(s), including step-parent. Dependent students, include your parents even if you don't live with them. • Your or your parents' other children, even if they don't live with you or your parent(s), if (a) you or your parents will provide more than half of their support from July 1, 2013 through June 30, 2014, or (b) the children would be required to provide parental information when applying for aid. • Other people if they now live with you or your parents and you or your parents will provide more than half of their support and will continue to provide more than half of their support from July 1, 2013 through June 30, 2014. <p>List the college attending for any household member, excluding your parent(s), who will be at least half-time between July 1, 2013 and June 30, 2014 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.</p>			
Name	Age	Relationship	College or University
		self	University of Houston-Downtown
C. Tax Return Information			
Student Section (check one box only)		Spouse's/Parent(s) Section (check one box only)	
<input type="checkbox"/> I filed a 2012 tax return, and linked my taxes using the IRS Data Retrieval Tool. (Continue to section D).		<input type="checkbox"/> I filed a 2012 tax return, and linked my taxes using the IRS Data Retrieval Tool. (Continue to section D).	
<input type="checkbox"/> I filed a 2012 tax return, and am unable to link my taxes. I attached my 2012 tax transcript. (Continue to section D).		<input type="checkbox"/> I filed a 2012 tax return, and am unable to link my taxes. I attached my 2012 tax transcript. (Continue to section D).	
<input type="checkbox"/> I will not file and am not required to file a 2012 US income tax return. (Continue to section D).		<input type="checkbox"/> I will not file and am not required to file a 2012 US income tax return. (Continue to section D).	
D. Earned Income Information			
If you and/or your spouse/parent(s) earned income by working in 2012, list your and your spouse's/parent(s) employer(s) and amounts of earned income below.			
Employer Name	Student Amount	Spouse/Parent(s) Amount	
1.	\$	\$	
2.	\$	\$	
3.	\$	\$	
(over)			

Since each college creates their own verification worksheets, you will need to visit each college's financial aid webpage. Look for the section called FINANCIAL AID FORMS. Below are links to Houston colleges' financial aid websites:

- HCCS: <http://www.hccs.edu/district/students/financialaid/>
- UHD: <http://www.uhd.edu/financial/forms.html>
- UH: <http://www.uh.edu/financial/undergraduate/forms/>
- TSU: <http://em.tsu.edu/financialaid/>

Generally, colleges load these forms in late February and early March.

TAX Transcript (required for all TASFA and FAFSA students who have been verified):

Once your parents have submitted their income tax return, they will need to request a tax transcript from the IRS. Generally, you will need to wait 2-3 weeks to request the tax transcript if your parents filed electronically. If they mailed their tax return, they will probably have to wait 4-6 weeks before they can request it. Follow these steps:

- Go to www.irs.gov
- Look under [Tools] & click [*Get Transcript of Your Tax Records*].
- Click [*Get Transcript ONLINE*]
- Under Create a Login, click [*GET STARTED*]
- Complete Step 1 of Personal Information: click [SEND EMAIL CONFIRMATION CODE]
- Complete Step 2 of Personal Information: log into your email account and retrieve Confirmation Code.
- Enter your Confirmation Code and click [CONTINUE]
- Complete Step 3 of Personal Information.
 - Look on your 1040 to see your Filing Status (this must match)
 - Street address must be the exact way you spelled it on Address Line 1 on your 1040.
- Complete Steps 4 & 5
 - Login Options: We recommend you create a user ID and password since TASFA students will need their parents' tax transcript each year.
- Once you have completed your profile click [continue] and select a reason you need a transcript: [*Higher Education/Student Aid*]
- On the screen "Get Transcript," select 2014 under [*Return Transcript*]. You may have to unblock pop-ups.

If you encounter problems, **go to the IRS office on 1919 Smith St., 12941 Interstate 45 N, 8876 Interstate 45 S or 8701 S. Gessner. They are very helpful and are bilingual.**