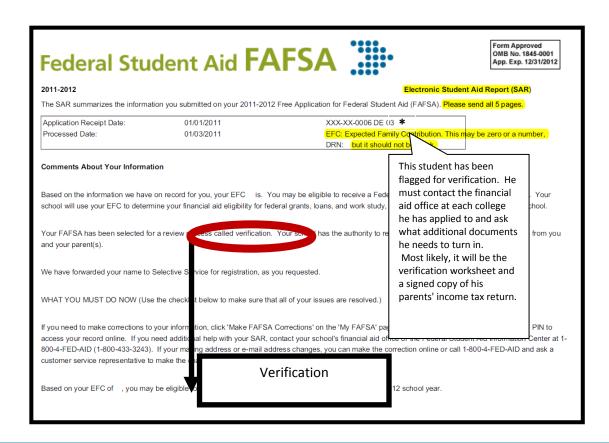
Verification & Tax Transcripts

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.

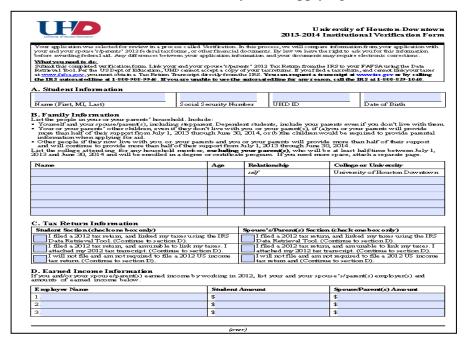
- Log into your account at www.fafsa.ed.gov. Check that you are accessing information for school year 2015-2016.
- Click the link to your Student Aid Report (SAR) to see if your FAFSA has been processed. If you have an EFC with an asterisk then you will need to contact your financial aid office about 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).



SUPPORTING DOCUMENTS [VERIFICATION]

<u>Verification Worksheet</u> (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.



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.