

Martin Methodist College

Office of Financial Aid

To:

From: Financial Aid Office

Date:

RE: **Verification Items Requested**

Martin Methodist College received the results from your FAFSA (Free Application for Federal Student Aid). The processor randomly selected your file for verification. This means we must have certain documents for your financial aid file in order to verify the information you submitted on your FAFSA. **WE HIGHLY ENCOURAGE THE USE OF THE DATA RETRIEVAL TOOL.**

The items needed are checked:

_____ **Verification Worksheet** (on reverse side)

_____ **Independent Student:** Submit 2015 W-2's for both student (and spouse if married) if filed and complete the **IRS Data Retrieval** *OR* submit **Federal Tax Transcript(s)**. As per federal regulations, we can no longer accept copies of the federal tax return unless it is specifically requested by the financial aid office.

_____ **Dependent Student:** Submit 2015 W-2's for both student and parent(s), if filed and complete the **IRS Data Retrieval** *OR* submit **Federal Tax Transcript(s)**. As per federal regulations, we can no longer accept copies of the federal tax return unless it is specifically requested by the financial aid office.

TO REQUEST AN OFFICIAL 2015 TAX TRANSCRIPT FROM THE IRS, YOU MAY CALL 1-800-908-9946 or REQUEST A TRANSCRIPT ONLINE AT www.irs.gov. (*You must use the first person listed on the tax return social security number and date of birth.*)

TO USE IRS DATA RETRIEVAL TOOL- Submitting your FAFSA using the IRS Data Retrieval Tool allows you to transfer information directly from the IRS to your FAFSA.

A. If you did not use the data retrieval on your original FAFSA, you can make a correction by visiting: www.fafsa.ed.gov. Log into student's FAFSA record, select "Make FAFSA Corrections," and go to the Financial Information section of the form. Follow instructions to determine if you are eligible to use this tool.

B. You may not be able to use the IRS Data Retrieval Tool due to one of the following reasons:

1. Tax return filing status is "Married Filing Separately"
2. Marital status has changed since January 1, 2015
3. Changes were made to tax questions on the FAFSA **after** the IRS Data Retrieval has taken place
4. Filed an amended tax return
 - Signed copies of both the originally filed tax return (1040, 1040A, or 1040EZ) and a transcript from the IRS that lists tax account information of the tax filer and a signed copy of the IRS form 1040X that was filed..
5. Are required to file, but have been granted an extension by the IRS. Submit the following:
 - A copy of the 2015 IRS Form 4868
 - A **signed and dated** written income statement that indicates the estimated Adjusted Gross Income and Taxes Paid for 2015. These do not need to be from an accountant or IRS Office.
 - All 2015 W2(s). If self-employed include that information in the income statement.

The above information **MUST** be received before a financial aid award can be finalized. You may mail or fax (931) 363-9822 this to us or bring them to the office during office hours (8:00 a.m. – 4:30 p.m.)

