

## **2019-2020 VERIFICATION HELPFUL HINTS**

### **Verification Policy**

The University of Scranton verifies the Free Application for Federal Student Aid (FAFSA) data for all new recipients of institutional need-based grants and all records selected by the Federal Student Aid Program. Until all verification is completed, University of Scranton and Federal need-based assistance is not final and subject to change. If corrections are required to the FAFSA, they will be made electronically with the Federal Student Aid Program and they will notify you of these changes using the FAFSA e-mail addresses and provide you an opportunity to review a revised Student Aid Report. If changes to any previously awarded institutional and/or federal student aid are required, you will be notified via Royal e-mail to view your revised Financial Aid Award Notification on my.scranton.edu.

*A full description of our Verification Policy is available on our web site at [scranton.edu/financialaid](http://scranton.edu/financialaid).*

### **Third Party Access**

Providing Third Party Access to parents of dependent students to view Financial Aid and Bursar billing records is highly recommended. This will allow completion of the Online Verification Form and will serve as permission for Financial Aid and Bursar offices to discuss personal financial information with parents or other authorized third parties. Third Party Access is particularly important to discuss billing and financial aid issues that occur throughout the year.

Authorizing Access: The student needs to authorize Third Party Access by following these steps:

1. The student needs to log in at my.scranton.edu
2. Click on the *Home* Tab.
3. Click on *Self Service*.
4. Select *Personal Information*.
5. Click on Third Party Authorization Form.
6. Click on *Add A New User*.
7. Complete the *User Details*.
8. Select *What They Can View* including Federal Verification Form.
9. Submit the form.
10. Notify the third party of the username (including the P\*) and password you created for them. You and the third party will receive email confirmation that indicates that this process was successful. Remember the username and password that you are assigning, as you will need to communicate this with the authorized individual. When they sign in, they must include the P\* for the username.

## **Financial Aid Online Verification Form (if required)**

The University of Scranton's Verification Form is an online form.

- Log in at my.scranton.edu
- Select Home Tab
- Self Service
- Student Services & Financial Aid
- Financial Aid
- Select 2019-2020 Federal Verification Form
- Complete Online Verification Form as directed
- Print, Sign and Return to the Financial Aid Office

The form can be accessed by all students, and by parents who are provided Third Party Access. ***See Third Party Access on Page 1.*** Students and/or parents of dependent students are required to answer questions to verify the information provided on the Free Application for Federal Student Aid. All new recipients of University of Scranton need-based grants, as well as all applicants selected by the Federal Student Aid Program for federal verification, must complete all presented sections of the Online Verification Form. The Online Verification Form must be completed online, printed, signed and returned.

The following documents may be helpful and should be readily available to complete the Online Verification Form:

- Signed copies of student and parent 2017 federal tax returns or IRS return transcript
- Copies of all 2017 W-2(s), if self-employed - Schedules C, if farm income – Schedule F, and if partnership - Schedule K-1 (Form 1065)
- Documents of all federal untaxed income received in 2017

The Online Verification Form will take you step by step through each required section that needs to be completed. At any time, prior to final submission, you may use the “Go Back to Previous Section” to return to a previous section, or exit the Online Form and return to complete at a later date. After completing all required sections, a summary page will display to view all answers provided. You may make corrections at this point or continue to be presented with a final copy that must be printed, signed by student and one parent (if dependent) and mailed or faxed to the Financial Aid Office. Please retain a printed copy for your own records. Please do not send duplicate copies.

***Please note that the FAFSA record cannot be verified until a signed copy of the Verification Form and all required documents are submitted to the Financial Aid Office.***

## **FAFSA IRS Data Retrieval**

The IRS Data Retrieval Tool allows students and parents to access official IRS tax return information needed to complete the FAFSA and transfer the data directly into the FAFSA (**data will be masked**) from the IRS web site. The tool can be used when initially completing the FAFSA or afterwards when the IRS data is available to transfer. Access to the tool is available by:

- Logging back into your FAFSA at [fafsa.gov](http://fafsa.gov)
- Choose the Returning User Login and choose “Make FAFSA Corrections” to use the IRS Data Retrieval Tool.
- Make sure you follow all the steps until you obtain a confirmation page and number indicating all the FAFSA changes were successfully completed. Print and/or save the Confirmation Page for your records.
- Using the IRS transfer tool will result in a more accurate FAFSA record.

**IMPORTANT NOTE**, only the below filing circumstances would disqualify using the IRS Data Retrieval Tool:

- Filed as Married Filing Separately. ***You will need to submit your Federal Tax Return (Signed) or an IRS Return Transcript for each filer and W-2(s).***
- Filed Married Filing Jointly and at the time the FAFSA was filed you were divorced/separated/widowed. ***You will need to submit your Federal Tax Return (Signed) or an IRS Return Transcript and W-2(s).***
- You are married and filed Head of Household. ***You will need to submit your Federal Tax Return (Signed) or an IRS Return Transcript for each filer and W-2(s).***
- You filed an amended IRS tax return. ***You must submit:***
  - a signed copy of the IRS Form 1040X with the new 1040 that was filed and
  - a return transcript (which does not have to be signed).
- A special condition form was completed and submitted to the Financial Aid Office. ***You will need to submit your Federal Tax Return or an IRS Return Transcript and W-2(s).***

## **Federal Tax Returns or Federal IRS Return Transcript (if required)**

Signed copies of your 2017 Federal Tax Returns

**OR**

Obtain a copy of your IRS Return Transcript, go to:

- [www.irs.gov](http://www.irs.gov)
- Click “Get Your Tax Record” or call 1-800-908-9946
- Choose “Get Transcript Online” or “Get Transcript by Mail” (follow IRS process)  
You will need taxpayer’s Social Security Number, date of birth, and the exact address on file with the IRS; reference your copy of 2017 IRS tax return (must provide first name on the tax return). After filing your tax return with the IRS, please know that it takes about two weeks for electronic filers and six weeks for paper filers to obtain the IRS Tax Return Transcript.

***Important Note: If the student or parent, filed or will file, an amended 2017 IRS Tax Return, a signed copy of amended return must be submitted with all supporting documents and a copy of the original Return Transcript.***

## **Household Size Form (if required)**

Household size form will be a part of the Online Verification Form when the number of exemptions on the FAFSA does not match the tax data and/or the FAFSA indicates more than one in college.

## **Untaxed Income Worksheet, UNTAXW (if required)**

An Untaxed Income Worksheet will be a part of the Online Verification Form when low or no income is listed on the FAFSA for the parent(s). It is used to determine if there is any untaxed income which helps to provide for daily expenses of the household.

## **W-2(s) and/or Business Income Request (if required)**

**W-2(s):** All parent 2017 W-2(s) must be submitted.

**Business Income:** If business income is reported, submit Tax Schedules C if self-employed, Schedule F if farm income, and Schedule K-1 (Form 1065) if partnership.

## **Parent Non-Tax Filer (if required)**

Parent(s) must obtain a letter from IRS stating you did not file a tax return for calendar year 2017. You may request letter by completing [Form IRS 4506-T](#). If married or unmarried/living together, both parents must request letter separately.

### **Other Verification Documents (if required)**

There are occasions that the Financial Aid Office will request additional documents. Below is a description of the most common forms that may be requested after initial review and will be sent by the Financial Aid Office if needed:

**Parent Asset Verification Form, PASSET** - this form is only requested when, after a review of verification documents, questions remain about the reported values of parent assets on the FAFSA. When required, a PASSET will be mailed for parents to complete and return with any supporting documents.

**Student Asset Verification Form, SASSET** - this form is only requested when, after a review of verification documents, questions remain about the reported values of student assets on the FAFSA. When required, a SASSET will be mailed for student and parent(s) to complete and return with any supporting documents.

**Certification of Sibling Enrollment, COLVER** – this form is only requested when, after a review of verification documents, further verification of a sibling’s status in the household size and number in college is in question. This form must be completed by the Financial Aid Office (FAO) Official at the sibling’s college/university after authorization is completed by the sibling. After completion, the FAO Official at sibling’s school must send the form back to the University of Scranton’s FAO.

**Rollover Verification, ROLLTR** – this is requested when untaxed portion of IRA distribution and/or pension is listed on the FAFSA. If any portion of this distribution qualifies as a rollover, proof of rollover (i.e. signed tax return with rollover in margin) must be attached.