

When a student's FAFSA has been selected by the Department of Education for a verification review, the income of both student and parent need to be verified directly by the Internal Revenue Service (IRS).

If a student or parent **files** federal income tax returns, official documentation from the IRS must be provided for the verification review process. If a student or parent **does not file** federal income taxes, a verification of non-filing letter from the IRS is required.

Students and parents may verify their income status in a number of ways.

In the recent past, the best way to verify income has been to use the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. **However, the IRS DRT is not currently available while new security measures are being implemented. Therefore, you will need to request verification documents directly from the IRS for the 2018-19 verification process.**

**A 2016 IRS Tax Return Transcript or Verification of Non-filing Letter** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), Click “Get Your Tax Record”. Then Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), Click “Get Your Tax Record”. Then Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506-T

For parents and students requesting a transcript be mailed, please have the transcript sent to the home address. Then, mark all pages of the transcript with the student name and NU ID before forwarding it to the Financial Aid Office.

In most cases, for electronic tax return filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2016 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2016 income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.