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 dependent student does not file federal income taxes, a 2019-20 Student Income Tax Non-filer Form must be completed. If an independent student or parent does not file federal income taxes, an IRS Non-Filing Letter is required.

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

The best way to verify income is to use the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.

A 2017 IRS Tax Return Transcript (4 options) or Verification of Non-filing Letter (2 options) 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.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request. Not available for Verification of Non-filing letter.

- **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.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.

- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request. Not available for Verification of Non-filing letter.

- **Paper Request Form** – IRS Form 4506-T-EZ or IRS Form 4506-T. The transcript is generally received 10 business days from the IRS’s receipt of the paper request form.

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.

If the parents filed separate 2017 income tax returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each.

An individual who filed an amended IRS income tax return for tax year 2017 must provide a signed copy of the 2017 IRS form 1040X, “Amended U.S. Individual Income tax Return,” that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return; or
- A 2017 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcripts(s) that includes all of the income and tax information required to be verified.