

**A. Student's Information**

|                                   |            |              |                |
|-----------------------------------|------------|--------------|----------------|
| Last Name                         | First Name | M.I.         | Student ID     |
| Street Address (include apt. no.) |            | City         | State Zip Code |
| Date of Birth                     |            | Phone Number |                |

**B. Family Information**

List below the people in your **parents' household**. Include:

- **Yourself and your parent(s)**. List both parents if your parents are married or are unmarried but living together. If your parents do not live together, then list the parent with whom you lived with the most over the past 12 months. Otherwise, list the parent who provided the most financial support. If that parent has remarried, also include your stepparent.
- **Your parents' other children**, if your parents will provide more than half of the children's support from July 1, 2023 through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if a child does not live with the parents.
- **Other people if they now live with your parents** and your parents provide more than half of the other person's support and will continue to provide more than half of their support through June 30, 2024.
- **Include the name of the college** for any household member, **excluding parents**, who is or will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2023 and June 30, 2024.

| Full Name | Age | Relationship   | College Attending during 2023-2024<br>(Do not include parents' college or K-12) | Will be Enrolled at Least Half Time<br>Yes or No | Parents Provide More Than Half of Their Support?         |
|-----------|-----|----------------|---|--|--|
|           |     | Self (Student) | University of Redlands  | Yes  | Yes  |
|           |     |                |   |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|           |     |                |   |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|           |     |                |   |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|           |     |                |   |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|           |     |                |   |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|           |     |                |   |  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If you need to list additional family members, please add an additional page with section A completed along with additional family members listed in section B.

Student's Name \_\_\_\_\_

Redlands ID \_\_\_\_\_

**Verified Tax Information**

For the 2023–2024 academic year the student and parent 2021 income information must be verified. The preferred method to verify this information is by using the IRS Data Retrieval Tool (DRT) on your FAFSA at studentaid.gov.

**A 2021 Tax Return Transcript may be obtained through:**

- Online Request – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click “Get Transcript Online” or “Get Transcript by Mail.”
- Telephone Request – Call (800) 908–9946

**Verification of Non-Filing may be obtained through:**

- Online Request – Go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Click on “Get Transcript Online.”

**Amended Tax Returns:** If you or your parents filed an amended 2021 tax return, submit a **signed** copy of the 1040X form **in addition to** the 2021 IRS Tax Return Transcript or signed initial 2021 IRS Income Tax Return.

**Foreign Tax Returns:** Submit a signed copy of the 2021 income tax return that was filed with the relevant tax authority along with a **signed** statement detailing the income amounts in US Dollars (USD).

**C. 2021 STUDENT Income Verification (select one)**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I have uploaded 2021 tax information via the IRS Data Retrieval Tool on the FAFSA   |
| <input type="checkbox"/> | I have attached the 2021 IRS Tax Return Transcript <b>or</b> the <b>signed</b> 2021 IRS Income Tax Return with applicable schedules           |
| <input type="checkbox"/> | I earned wages in 2021 but was not required to file taxes. I have indicated how much I earned in the section below and have attached my W-2s. |
| <input type="checkbox"/> | I did not earn wages in 2021 and was not required to file taxes.  |

**Student wages earned from work (only complete if student DID NOT file taxes).**

| Employer's Name | Amount Earned | W-2 or Equivalent Provided?                              |
|-----------------|---------------|--|
|                 | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                 | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**D. 2021 PARENT Income Verification (select one)**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I have uploaded 2021 tax information via the IRS Data Retrieval Tool on the FAFSA   |
| <input type="checkbox"/> | I have attached the 2021 IRS Tax Return Transcript <b>or</b> the <b>signed</b> 2021 IRS Income Tax Return with applicable schedules   |
| <input type="checkbox"/> | I earned wages in 2021 but was not required to file taxes. I have indicated how much I earned in the section below, have attached my W-2s, and attached a “Verification of Non-Filing” letter from the IRS. |
| <input type="checkbox"/> | I did not earn wages in 2021 and was not required to file taxes. I have attached a “Verification of Non-Filing” letter from the IRS.  |

**Parent wages earned from work (only complete if parent DID NOT file taxes).**

| Employer's Name | Amount Earned | W-2 or Equivalent Provided?                              |
|-----------------|---------------|--|
|                 | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                 | \$            | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**E. Certification and Signatures**

Each person signing below certifies that all information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Parents Email Address

\_\_\_\_\_  
Date

## Frequently Asked Questions about Verification

### What is verification and why do I have to do it?

Verification is one form of financial aid “quality control.” The process enables Student Financial Services to verify the accuracy of the information that you provided on your application for financial assistance. The U.S. Department of Education selects you to complete the verification process. Some students are selected every year, and some are never selected at all. In some cases, the University of Redlands may institutionally select students to complete the process.

### Do I really have to complete the verification process?

YES! Regardless of how or why you were selected, you must complete the verification process in full if you wish to receive any financial aid. Scholarships and grants will not be credited to your student account until verification is completed. In addition, loans will not be processed, and you will not be allowed to begin a Federal Work Study job.

### How long do I have to complete the verification process?

To expedite your financial aid package, you should respond as soon as possible. Your financial aid will not be finalized until the verification process is complete. It is your responsibility to ensure that your verification paperwork is returned to Student Financial Services in a timely manner.

**Please note:** Students who do not complete verification by April 15 will have their financial aid temporarily placed on HOLD. Students will be responsible for paying the entire semester balance until verification is completed. Once verification is complete and eligibility determined, the financial aid will be reinstated or adjusted if applicable.

### Am I required to submit 2021 W-2 forms?

You are only required to submit W-2 forms if any of the following apply:

- You worked in 2021 but were not required to file and did not file a 2021 Federal Income Tax Return.
- You were granted a tax filing extension by the IRS beyond the automatic six-month extension for the 2021 tax year.
- You filed 2021 taxes as married filing jointly and are now separated, divorced, or widowed.

### I don't have my W-2, what should I do?

You should request a duplicate W-2 from the employer who issued the original W-2 to you. You can also request a copy of your Wage and Income Transcript from the IRS at <https://www.irs.gov/individuals/get-transcript>.

If you are unable to get a copy of your W-2 or an equivalent document in a timely manner, you may provide a signed statement that includes:

- The amount of income earned from work; **and**
- The source of that income; **and**
- The reason why the W-2 or equivalent document is not available.

### Am I required to file a Federal Income Tax Return for 2021?

For most people, a tax return must be filed with the Internal Revenue Service (IRS) if their 2021 income was at least:

| Filing Status              | Age at end of 2021         | Minimum 2021 Gross Income |
|----------------------------|----------------------------|---------------------------|
| Single                     | Under 65                   | \$12,550                  |
|                            | 65 or older                | \$14,250                  |
| Head of Household          | Under 65                   | \$18,800                  |
|                            | 65 or older                | \$20,500                  |
| Married, filing jointly    | Under 65 (both spouses)    | \$25,100                  |
|                            | 65 or older (one spouse)   | \$26,450                  |
|                            | 65 or older (both spouses) | \$27,800                  |
| Married, filing separately | Any age                    | \$5                       |
| Qualifying Widow(er)       | Under 65                   | \$25,100                  |
|                            | 65 or older                | \$26,450                  |

This information is from the 2021 IRS 1040 and 1040A Instructions (see [www.irs.gov](http://www.irs.gov)).

**Please note:** self-employed persons are required to file a return if net earnings from self-employment were \$400 or more.

### How do I obtain a copy of my 2021 IRS Tax Return Transcript?

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "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.

In most cases, for electronic tax return filers, the IRS DRT or the IRS Tax Return Transcript will become available to them 2–3 weeks after their 2021 return has been accepted by the IRS. For paper filers, it will generally take 8 weeks after their 2021 return has been received by the IRS before the IRS DRT or the IRS Tax Return Transcript is available.

### Do I need to provide my Tax Return Transcript and use the IRS Data Retrieval Tool?

No. You are only required to submit one or the other. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) which is part of the FAFSA at [www.studentaid.gov](http://www.studentaid.gov). In most cases, no further documentation is needed to verify 2021 income information if that information was transferred and not changed by the FAFSA filer.

### How do I use the IRS Data Retrieval Tool?

Go to [www.studentaid.gov](http://www.studentaid.gov), log in to your student FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section(s) of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the FAFSA. It takes 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to 8 weeks for paper IRS tax return filers.

### I was granted a filing extension by the IRS beyond the automatic six-month extension for the 2021 tax year. What documents do I need to submit for the verification process?

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2021; **and**
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2021; **and**
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2022; **and**
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2021, **and**
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2021.

### I filed an amended tax return (1040X). What documentation do I need to submit?

If you filed an amended IRS Income Tax return for tax year 2021, you must provide:

- A signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return" that was file with the IRS; **and**
- A 2021 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 include all income and tax information required to be verified.

### I am victim of IRS Tax-related identity theft. How do I complete the verification process?

If you are a victim of IRS tax-related identity theft you must provide:

- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft; **and**
- A Tax Return Database View (TRDBV) transcript obtained from the IRS by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490.

Tax filers who cannot obtain a TRDBV transcript may instead submit any other IRS tax transcript(s) that includes all income and tax information required to be verified

### I filed a foreign tax return. What tax documents do I need to provide?

If you filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands you may provide transcript obtained at no cost from the IRS or other relevant tax authority. If you are unable to obtain a no cost transcript, you may submit a signed copy of the 2021 income tax return. A tax filer who filed an income tax return with the tax authority

for America Samoa must provide a copy of his or her tax account information.

A tax filer who filed an income tax return with a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### I did not file 2021 income tax returns; how do I provide confirmation of non-filing?

Parents of dependent students, independent students, and spouses must provide confirmation of non-filing from the IRS or other relevant tax authority dated on or after October 1, 2022 if they have not filed and are not required to file a 2021 income tax return.

All individuals who were granted a filing extension by the IRS beyond the automatic six-month extension for the 2021 tax year must also submit confirmation of non-filing.

Confirmation of non-filing can be obtained through:

- **Get Transcript Online** at <https://www.irs.gov/individuals/get-transcript> and request Verification of Non-filing Letter. 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.

If you are a resident of a foreign country or are unable to obtain verification of non-filing, please contact the Office of Student Financial Services for further guidance.

### What should I submit if I filed a 2021 joint income tax return, but at the time of filing the FAFSA was separated, divorced, or widowed?

Independent students or parent(s) of dependent students who have had a change in marital status since filing their 2021 joint income tax return, must submit:

- A 2021 IRS Tax Return Transcript; **and**
- A copy of W-2 forms for each source of 2021 employment income received or an equivalent document.

If you or your parent are now married to someone other than the individual included on the 2021 joint income tax return, then a 2021 IRS Tax Return Transcript must also be submitted for stepparent or spouse.

### What if the 2021 income does not accurately reflect my family's current situation?

Verification is still required to be completed using 2021 income information. You must still provide all the relevant tax and income documents for the year requested. After verification is completed, you may request a review of the changes by filing the Special Circumstance Appeal form which can be found at [www.redlands.edu/faforms](http://www.redlands.edu/faforms).

Eligible circumstances for review include, but are not limited to, loss or reduction of employment, separation or divorce, unusual medical expenses not covered by insurance and loss of benefits such as social security or child support.