

2021-2022 Verification Policy

TLU Student Financial Services will follow the guidelines set out in the Federal Student Aid Verification Guide for verification purposes.

Who will be selected for verification?

All students who are currently enrolled or admitted for enrollment for the 2021-2022 academic year who:

- Are federally selected for verification.
- Any students whose information does not appear to be reported correctly. These include but are not limited to:
 - Tax paid is equal to or greater than adjusted gross income for either parent or student.
 - Student income equals parent income.
 - Income reported appears too low to support the family size reported.

Verification exclusions

TLU *may* waive verification of FAFSA data for students:

- Whose EFC is greater than the cost of attendance.
- Who are not eligible for and do not receive federal or state need-based financial aid.
- When the student dies before verification is completed.
- When the student is selected for verification after ceasing enrollment at TLU.
- When a student is not federally selected for verification and
 - Income appears too low to support the family size reported but the income was verified in previous years as being accurate.
 - The student is in the 5th or more year of a concurrent degree program or is now independent based on credit hours earned when they were dependent for FAFSA purposed the prior year.

Federally Selected Verification

Beginning with the 2017-2018 academic year, the U.S. Department of Education has instituted verification groups V1, V4, and V5 that individualize the way Student Financial Services verifies students. Each group has a unique set of information/documents they must provide to the school to complete the verification process.

V1 – Standard Verification

All students marked as verification group V1 must verify the following data:

Tax Filers:

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education credits
- Household size
- Number in college

Non-Tax Filers:

- Verification of Non-filing letter from the IRS required for Independent students and parents of dependent students.

- Income earned from work
- Household size
- Number in college

V4 – Custom Verification

All students marked as verification group V4 must verify high school completion status, identity, and complete a statement of educational purpose.

V5 – Aggregate Verification

All students marked a verification group V5 must complete all verification items as shown in V1 and V4.

Documentation Requirements

Tax Filers:

Students and their parents are encouraged to use the IRS Data Retrieval Tool (DRT) available in the FAFSA on the Web application at studentaid.gov. The use of DRT significantly reduces the length of time to verify as well as the documents that must be submitted. Students and parents who use DRT are not required to submit the IRS Tax Transcript or a copy of the signed tax return.

Some tax filers are not eligible to use the DRT process. These filers must then provide a copy of the IRS Tax Transcript which can be requested online at www.irs.gov, by calling 800-908-9946, or by mailing or faxing the paper Form 4506-T to the IRS. This form can be printed from the IRS web site. Those not eligible to use DRT are:

- A person that did not indicate on the FAFSA that the tax return has been completed (i.e. marked “will file”).
- The marriage date is January 2019 or later.
- The first three digits of the SSN are 666.
- The tax return was amended.
- The person filed a Puerto Rico or foreign tax return.
- The person is married and filed the tax return as either head of household or married but filing separate return.
- Neither married parent has a valid SSN.
- A non-married parent or both married parents entered all zeros for the SSN.

When a tax return transcript is unavailable:

*Effective September 3, 2020 per Office of Postsecondary Education Electronic Announcement:

- **Income Tax Return** – Institutions may accept as acceptable documentation a **signed** copy of the 2019 income tax return, as applicable, that the tax filer submitted to the IRS or other tax authorities to verify FAFSA/ISIR income and tax return information. Institutions are reminded that tax account information obtained from the IRS through the Internal Revenue Service Data Retrieval Tool (IRS DRT) that has not been changed and a transcript from the IRS or other tax authorities continues to be acceptable documentation.
- **Copies of Schedules 1, 2, and/or 3** – If one of the following conditions apply, filer must submit the Tax Schedule(s) as indicated below.

If...		Then... Submit schedule #
1040	Line 7a is not blank and not zero	1
or	Line 8a is not blank and not zero	1

1040-SR	Line 12b is different than the amount on line 12 a	2
	There is an amount in line 15	2
	Line 13b is different than the amount in line 13 a	3

Note: We do not need any other IRS schedules or forms unless there is conflicting information in the student's file that needs to be resolved.

When a tax extension request has been granted:

Students and parents who have been granted a tax filing extension must submit:

- A copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return.
- A copy of all W-2 forms.
- If self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid.
- Once the tax return has been filed, the student or parent must then use the IRS Data Retrieval Tool to update the income data reported on the FAFSA.

When an amended return is filed:

Students or parents who file an amended return cannot use the IRS Data Retrieval Tool. If they filed an amended return after using the DRT to fill out the FAFSA, they must submit:

- A signed copy of the IRS Form 1040X that was filed.
- A signed copy of the original tax return transcript or any other IRS transcript (RTFTP) that includes all the income and tax information required to be verified: AGI, income tax paid, education credits, etc.

Victims of IRS Identity Theft

A victim of IRS identity theft who has been unable to obtain a **2019 IRS Tax Return Transcript** or use the IRS DRT must provide a signed copy of the 2019 paper IRS income tax return that was filed with the IRS and a signed copy of IRS Form 14039 "Identity Theft Affidavit" if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; or
- A copy of a police report if it was filed related to the IRS identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

If an individual filed or will file a 2019 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2019 income tax return(s).

Non-Tax Filers:

Non-tax filers must submit copies of their W-2s for each source of employment income. The non-tax filer must also submit a signed statement of all sources and amounts of income not on a W-2 and certify that he/she has not and is not required to file. Parents of dependent students and independent students must also provide a Verification of Non-filing letter which can be requested from the IRS.

SNAP Benefits:

No longer required for verification purposes. However, TLU may request proof if student is claiming independent due to supporting dependents and no income from work is reported. Recipient must submit a statement from the agency issuing the SNAP benefits.

Child Support Paid:

No longer required for verification purposes. However, TLU may request student to submit proof of child support paid if student is claiming independency due to supporting dependents. Student must provide a signed statement giving the annual amount of the support, the names or those who paid it and whom it was paid to, and the name(s) of the child(ren) for whom it was paid.

High School Completion:

Students must provide one of the following documents that indicate their high school completion status at the beginning of the 2021-2022 year:

- A copy of a high school diploma.
- A copy of a final, official high school transcript that shows the date when the diploma was awarded.
- A copy of a General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completes at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.
- A transcript or the equivalent, signed by the parent or guardian of a homeschooled student, which lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

Identity and Statement of Educational Purpose:

Students should appear in person at the TLU Office of Financial Aid and present a valid, government-issued photo ID such as a passport or a driver's license or other state-issued ID. Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending TLU for the 2021-2022 academic year.

Verification Deadlines:

The verification process must be completed before any federal or state financial aid or TLU's need-based scholarships or grants will be disbursed to the student's account. TLU requires that all documents be submitted before the student can check in for classes in any given academic year.

If a student does not complete verification before ceasing attendance, TLU will allow the student to submit documents up to 90 days past the last date of the student's attendance. If a student is eligible for federal financial aid, verification and any corrections that result from the verification process must be completed and a revised ISIR received by TLU before aid is disbursed. TLU will not disburse federal financial aid beyond 120 days after the student's last date of attendance. Verification must be completed before the last date of attendance for TLU need-based scholarships/grants or state grants to be disbursed to the student.