Verification is the process of identifying and resolving discrepancies in the information students provide when applying for federal student assistance. The Office of Financial Aid will follow up with students who, after submitting the FAFSA, have been randomly selected for verification by the Department of Education to collect additional information.

Additional Information Required for Financial Aid Verification
Priority deadline: May 15, 2013

1. Complete, SIGN, and submit the Gettysburg College Verification Worksheet.

2. Use the IRS Data Retrieval Tool within the FAFSA, or submit copies of the following items:
   - Student’s and parents’ 2012 Federal Tax Return Transcript(s) – this is NOT a copy of the Federal Tax Return and is available directly from the IRS at: http://www.irs.gov/Individuals/Order-a-Transcript
   - Student’s and parents’ 2012 W-2 Forms
   - Amended return - Students or parents who file an amended return cannot use the IRS Data Retrieval process. Instead, they must submit a signed copy of the original tax return plus a signed copy of Form 1040X.
   - Foreign income – Students or parents must submit any non-IRS tax returns.

3. Other information as requested by the Office of Financial Aid.

How do I use the IRS Data Retrieval Tool?
This new feature in the FAFSA permits you to access submitted 2012 Federal Tax Return information, when possible, to populate many questions on the FAFSA.

Once logged into your FAFSA record, navigate to the “Financial Information” tab. The first question asks if your parents completed their 2012 IRS income tax return. Select “Already completed” and follow the additional instructions to see if you are eligible to use the IRS Data Retrieval Tool. Repeat these steps in the Student Tax Information section of “Financial Information” if necessary.

Your Federal Tax Return should be submitted to the IRS at least two weeks in advance (if filing electronically) or six weeks in advance (if filing by mail) in order to use the IRS Data Retrieval Tool.

What if I have been told by the IRS that my Tax Return Transcript may not be available by May 15?
If Tax Return Transcripts will not be available by the priority deadline, you should contact the Office of Financial Aid. We recommend that you also attempt to use the IRS Data Retrieval Tool in lieu of submitting a copy of the Tax Return Transcript.

Questions? Contact Us!
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