

Your 2023-2024 FAFSA was selected for verification by the Dept. of Education, which requires our office to confirm or correct the current household size and 2021 tax information reported on your FAFSA. You are required to complete the verification process in order to receive financial aid. Please submit all requested documentation within 14 business days. For more information, please visit [www.uiw.edu/finaid](http://www.uiw.edu/finaid).

Student Name

Student ID

Phone Number (include area code)

**STEP 1: HOUSEHOLD INFORMATION** – attach a separate sheet, if necessary.

- List your **parent(s), step-parent** and people who live with and receive *more* than 50% of their support from your parent(s).
- List child(ren) of the same parent(s) who receive *more* than 50% of their support from them.
- Include the name of the college for any household member

			YES	NO or N/A
			YES	NO or N/A
			YES	NO or N/A

**Refer to the instructions below to transfer your/your parent(s)' tax information directly into the FAFSA, request a Tax Return Transcript, or request a Verification of Non-filing Letter from the IRS. Special situations which may require additional documentation are listed below.**

### **Transferring Tax Information into the FAFSA**

- Log into your FAFSA at <http://www.fafsa.ed.gov>.
- Choose the 2023-2024 FAFSA and click on **Make FAFSA Corrections**.
- Navigate to **Financial Information** and follow the prompts to link to the IRS.
- Check the box to transfer the information and click on **Transfer Now**, or the information will not be imported.
- Repeat the process for the student or parent, as necessary.
- Be sure to **submit** the updates to your FAFSA before logging off.
- Revised FAFSA results will be received by the Office of Financial Assistance in 5-10 business days.
- If the data received after transferring your tax information into the FAFSA indicates that you or your parent(s) amended the tax return, a signed copy of the 1040X will be required. In some cases, the changes were made directly by the IRS, and you/your parent(s) will have a letter from the IRS indicating this change.

### **Requesting a Tax Return Transcript from the IRS**

- If you/your parent are unable to locate a copy of the Tax Return, you may request one from the IRS.
- Go to <http://www.irs.gov> and click on **Get Your Tax Record**.