

Income Verification Process

2014-2015 Verification

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. We received notice on your FAFSA that you did not use the IRS Data Retrieval Tool. In addition to the federal Verification Form, we must also verify your income information and the income information for your parents or your spouse, if you were required to submit their income information on your FAFSA.

Income verification must be done in one of two ways: 1) Correct your FAFSA and use the IRS Data Retrieval Tool or 2) Submit a copy of the IRS Tax Return Transcript(s) to CSM's Financial Aid Office.

- 1) The recommended method of verifying income information is for you and/or your parents or spouse to utilize the IRS Data Retrieval Tool on your FAFSA by submitting a correction.
 - Go to www.fafsa.gov and log in to the student's FAFSA record
 - Select "Make FAFSA Corrections"
 - Navigate to the Financial Information section of the form
 - Follow the instructions to determine if the tax filer is eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into the student's FAFSA
 - After filing taxes, it takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers
 - The corrected FAFSA information will be sent electronically to CSM's Financial Aid Office within a few business days

OR

- 2) If you cannot use the IRS Data Retrieval Tool on the FAFSA, you and/or your parents or spouse must request a copy of the 2013 IRS Tax Return Transcript(s) from the IRS. (We cannot accept a copy of your tax return forms.) The IRS Tax Return Transcript(s) must be submitted to CSM's Financial Aid Office along with your Verification Form.

Online Access

- Go to the IRS Web site at www.irs.gov/Individuals/Get-Transcript
- Click "Get Transcript Online"
- Sign In or Sign Up
- When prompted on the "Get Transcript" page, select "2013" under "Return Transcript"
- You will have to allow pop-ups for this site
- If you filed an amended tax form (Form 1040X), you will also need to obtain an "Account Transcript" for 2013
- Print the transcript and submit the copy with your Verification Form

Telephone Request

- Call the IRS at 1 (800) 908-9946

If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Tax documents must be submitted to CSM's Financial Aid Office along with the Verification Form.

Keep a copy of your IRS Tax Return Transcript for your records.