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## **What is verification?**

Verification is the process used to check the accuracy of information submitted by students on their Free Application for Federal Student Aid (FAFSA). We must verify this information before you are awarded financial aid. If there are differences between your Self-reported FAFSA information and the information you/your parent(s) provided as part of the verification process (including your federal tax return), we may update your FAFSA and may recalculate your eligibility.

## **Why was I selected for verification?**

The Federal Processor chooses student applications for verification at random through computer edits. The U.S. Department of Education requires that colleges check the accuracy of the information provided on the 2017-2018 FAFSA or the Renewal Application.

## **Didn't I already fill this out on the FAFSA?**

Yes, you did already answer these questions or provide the information on the FAFSA. Verification is a process where we make sure that you have filled out the FAFSA correctly.

## **Do I have to comply and fill out the forms?**

Yes, you must complete and submit the requested verification documents, and be cleared through the verification process in order for your FAFSA application to be reviewed for financial aid. Your financial aid will be pending until documents are received.

## **How can I send in the verification documents?**

We recommend that you send the verification form(s) and supporting documents by fax at 301-405-9265. Please provide your UID and name on all documents. They may also be mailed to:

University of Maryland College Park  
Office of Student Financial Aid  
0102 Lee Building  
Regents Drive  
College Park, MD 20742

## **Once I turn in all of my documents, how long will it take to get my financial aid package?**

The length of time for verification can vary depending on the volume of students. Due to the high volume of students being verified in the spring and summer, please allow for an estimated 3-6 weeks for verification to be completed. If during the verification process additional information is needed, an email notification will be sent. If you need to update your contact information, please contact the Office of the Registrar or visit <http://www.testudo.umd.edu/> to Change Address/E-mail.

## **When completing the FAFSA, do I have to provide my parent(s) information if they do not financially help me towards my educational expenses?**

If the FAFSA has determined that you are a dependent student, yes, your parent information is needed to complete verification. The requested information can be faxed to 301-405-9265. Please include your UID number on the documents. If you would like to discuss your circumstances with a financial aid counselor, please contact our office at 301-314-9000, and selection Option #1.

## **Do I have to pay my bill even though I am in the verification process?**

Yes, if you are in the verification process you are still responsible for paying the bill on time. If you are not able to pay the balance out of pocket, the Terp Payment Plan might be an option. Additional information about billing can be located on the Office of the Bursar's website.

<http://bursar.umd.edu/index.php>

## **Is there a deadline for submitting the verification documents?**

Please provide all the verification document(s) requested by April 1, 2017 to be considered for all available financial aid programs. All required forms and documents for verification must be submitted before the conclusion of the semester to be considered for federal aid according to federal regulations. A financial aid package cannot be created until all of the requested documents have been received and verification has been completed.

# **Verification Requests for Tax Information FAQ**

## **What do I do if I am requested to submit tax information?**

We can accept tax information through the FAFSA IRS Data Retrieval Tool (DRT) or a copy of the federal tax transcript retrieved from the IRS. We do not accept sign copies of the federal 1040 tax return.

## **What is the IRS Data Retrieval Tool (DRT)?**

FAFSA provides the IRS DRT as a tool to update tax information directly from the IRS to the FAFSA. The tool helps make your financial aid review accurate and timely. We encourage students and parents to use the IRS DRT to update tax information to the FAFSA and if requested to submit tax information to our office.

## **What if I am not eligible to use the IRS DRT?**

If a student or parent is not eligible for the IRS DRT, the student or parent may request for a tax transcript from the IRS. You may do this online through the IRS website, at [www.irs.gov](http://www.irs.gov) and select the option to "Get Transcript." You may also refer to the [IRS Tax Transcript Request Guide](#).

## **What is a tax transcript?**

A tax transcript is a copy of the tax return that a person officially files with the IRS. Once the tax forms is processed by the IRS, the tax transcript is available for request.

## **How long does it take for the tax transcript to become available after the taxes are filed with the IRS?**

The length of time it takes for the IRS DRT to be available or for the tax transcript to be requested depends on how the tax return is filed (electronically or manually) and whether or not a person owes federal taxes. Please see the [IRS website](#) for more information.

## **I was requested to submit tax information but I am an independent married student and both my spouse and I did not file United States (US) taxes, what should I submit in this case?**

If you and your spouse did not file taxes, please submit the Student Non-Filer Status/Low Income Worksheet and IRS Verification of Non-Filing Letter. Please visit <https://www.irs.gov/individuals/get-transcript> to request IRS Verification of Non-Filing Letter. You can also complete [IRS Form 4506-T](#) to

request IRS Verification of Non-Filing Letter. You may find the Student Non-Filer Status/Low Income Worksheet form on our website <http://www.financialaid.umd.edu/> and click on Printable Forms. Please Note: If you worked in the US, we will also need all copies of the W-2 Forms (if applicable).

In the case that you or your spouse worked in a foreign country and earned foreign income, we will need to a copy of the foreign taxes or a signed statement from the foreign employer, verifying the gross annual income earned. Please make sure all documents are translated to English and the currency is converted to US dollars.

### **I am a dependent student and I did not file 2015 U.S federal taxes and was not required to file, what should I submit if I am requested to submit student tax information?**

Please visit <https://www.irs.gov/individuals/get-transcript> to request IRS Verification of Non-Filing Letter. You can also complete [IRS Form 4506-T](#) to request IRS Verification of Non-Filing Letter

### **I am a dependent student and my parents did not file U.S taxes, what should I submit if I am requested to submit parent tax information?**

If your parents live in the U.S and did not file taxes they will need to submit the Parent Non-filer Status/Low Income worksheet and IRS Verification of Non-Filing Letter. Please visit <https://www.irs.gov/individuals/get-transcript> to request IRS Verification of Non-Filing Letter. Your parent(s) can also complete [IRS Form 4506-T](#) to request IRS Verification of Non-Filing Letter. The Parent Non-filer Status/Low Income worksheet form is available on our website <http://www.financialaid.umd.edu/> and click on Printable forms. Please complete and submit the form to our office with all copies of W-2 Forms (if applicable). Note: If other documentation is needed you will receive an email request.

### **My parents lived or worked in a foreign country what should my parents submit?**

Please provide copies of each parent's foreign taxes or a signed statement from each parent's foreign employer stating the annual gross income earned.

Please submit:

A signed and dated statement--

- Certifying that your parent(s) does not have a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number; and
- Listing the sources and amounts of earnings, other income, and resources that supported your parent(s) for 2015 tax year

Please make sure all documents are translated to English and the foreign currency is converted to U.S dollars.

### **Only one of my parents worked in the U.S and the other parent lives abroad, what should my parents submit if requested for tax information?**

The parent who live in the U.S, needs to submit a copy of their U.S federal tax information and the parent who lived abroad will need to submit a copy of the foreign taxes or a signed statement from their

foreign employer, stating their annual gross income earned. Please make sure all foreign documents are translated to English and the currency is converted to U.S dollars.

For the parent who lives abroad please submit:

A signed and dated statement--

- Certifying that the parent does not have a Social Security Number, an Individual Taxpayer Identification Number, or an Employer Identification Number; and
- Listing the sources and amounts of earnings, other income, and resources that supported the parent for the 2015 tax year

### **One or both of my parents work for an international organization (i.e. the World Bank or United Nations) what documents should my parent(s) submit if requested to submit tax information?**

For any parent that works for an international organization and is not required to file a U.S taxes or does not required to pay U.S taxes, the parent should submit a letter from the employer stating the parent's gross annual income earned. Also please visit [IRS.gov](http://IRS.gov) to request **Verification of Non-filing Letter** from the IRS for each parent in the household

### **What if I or my parents applied for an Automatic Extension of Time to File U.S. Taxes and I am requested to submit tax information?**

For any student or parent that files a federal tax extension the student/parent must submit:

- A copy of the IRS Form 4868; and
- All copies of W-2 form(s) from employers; and/or
- If one or both of your parents own a business or is self-employed, submit a signed statement listing the adjusted gross income (AGI) and taxes paid.

### **What if I or my parent(s) filed an amended tax return?**

Individuals who filed an amended tax return must submit the following documents to the institution:

- A transcript obtained from the IRS that lists tax account information of the tax filer for tax year; and
- A signed copy of the IRS Form 1040X that was filed with the IRS.

### **What if I or my parents are a victim of Identity Theft and are requested to submit tax information?**

Individuals who are victims of IRS tax-related identity theft must submit:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS; and
- A statement signed and dated by the tax filer indicating that they were victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

Tax filers may obtain a TRDBV transcript and inform the IRS of the tax-related identity theft by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490.

## How can I request IRS Verification of Non-filing Letter?

Requesting IRS Verification of Non-Filing Letter:

**Get Transcript Online,** <https://www.irs.gov/individuals/get-transcript>

- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year.

**Using Paper form 4506-T,** <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> :

- Choose item # 7
- Year or Period Requested (item # 9) is 12/31/2015 for 2015 Tax Year
- Most request will be processed within 10 business days

Please see the mailing address/Fax number based on the requester's home state:

If you lived in or your business was in:	Mail or fax to
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409  Fax: 801-620-6922

<p>Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin</p>	<p>Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250</p> <p>Fax: 859-669-3592</p>
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