

Verification of Parent(s)' 2015 IRS Income Tax Information for the 2016-2017 Academic Year

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on the FAFSA. In this process, Appalachian State University's Office of Student Financial Aid will compare information from your FAFSA with the financial documents you are required to submit. If there are differences, in most cases we will be able to send the corrections electronically to the federal processor to have your information reprocessed.

To determine the documents you must submit to complete verification, check your financial aid requirements by logging into your AppalNet account and clicking on the "Financial Aid" tab.

You may fax, mail, email or bring your verification documents to:

Mailing Address:

Appalachian State University, Office of Student Financial Aid
ASU Box 32059

Boone, NC 28608-2059

Fax Number: 828-262-2585

Email: financialaid@appstate.edu

You should complete verification as soon as possible, so that your financial aid won't be delayed. Please carefully read and follow the directions in this document, on your AppalNet account and on all other forms you have been requested to submit. If you have questions, please contact our office.

We must receive and review the requested information, under the financial aid program rules (34 CFR, Part 668).

Parent(s)' 2015 IRS Income Tax Information

Important Note: If two parents were listed on the FAFSA, the instructions and certifications below refer and apply to both parents.

TAX RETURN FILERS – If the parent(s) has filed or will file a 2015 federal income tax return with the IRS, please read carefully the instructions below.

The best way to verify the parent(s) tax information is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. The parent and student should go to www.fafsa.ed.gov, log into the student's FAFSA, click on "Make FAFSA Corrections" and navigate to the Financial Information section of the form. In most cases, for electronic filers, the IRS Data Retrieval Tool is available within 2-3 weeks after the 2015 IRS income tax return has been accepted by the IRS. For filers of paper tax returns, the IRS Data Retrieval Tool is available within 8-11 weeks after the 2015 paper IRS income tax return has been accepted by the IRS.

If the parent(s) chooses not to, or is not eligible to use the IRS Data Retrieval Tool, a Tax Return Transcript must be submitted. The Tax Return Transcript must be requested directly from the IRS. By going to www.irs.gov/transcript. The IRS Tax Return Transcript can also be requested by calling 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, the IRS Tax Return Transcript may be requested from the IRS 2-3 weeks after the 2015 IRS income tax return has been accepted by the IRS. For filers of paper tax returns, the IRS Tax Return Transcript may be requested within 8-11 weeks after the 2015 paper IRS income tax return has been accepted by the IRS.

SPECIAL CIRCUMSTANCES

- If the parent(s) filed, or will file, an amended 2015 IRS tax return, the parent(s) must submit a copy of the original 2015 IRS Tax Return Transcript. We also need a signed copy of the amended 2015 IRS 1040X that was filed with the IRS.
- If the parent(s) was a victim of identity theft they must submit the Tax Return Database View Transcript (TRDBV) which can be obtained from the IRS, by contacting the IRS at 1-800-908-4490. In addition to the TRDBV Transcript, the tax filer also must provide a signed and dated statement regarding the identity theft and attesting the filer notified the IRS about the theft.
- If the parent(s) will not and is not required to file a 2015 income tax return, please complete page 2, section A and submit to the Financial Aid Office.
- If the parent(s) was granted a tax filing extension by the IRS, please complete page 2, section B and submit to the Financial Aid Office.

