

Verification Requirements

If the Federal Processing Center selects you to complete the federal verification process, you are required to document federal income tax information.

To complete the requirement you can:

- Use the IRS Data Retrieval Tool to transfer your tax data directly into your FAFSA *or*
 - Request an IRS Tax Return Transcript
-

IRS Data Retrieval Tool

Tax data should be available 1-2 weeks after electronically filing your taxes or 6-8 weeks after filing a paper tax return. To use the IRS Data Retrieval Tool, complete the following steps:

- Go to fafsa.gov and log in using your FSA ID
- Select the "Make a Correction" button
- Select the "Financial Information" tab from the top of the page

Request to transfer parent IRS information:

1. Go to "Parent Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, enter the FSA ID for the parent providing the information
4. Click "Link to IRS"
5. Review the information displayed and select the "Transfer My Information into the FAFSA"

Request to transfer student IRS information:

1. Go to "Student Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, click "Link to IRS"
4. Review the information displayed and select the "Transfer My Information into the FAFSA"
5. Proceed to the Sign and Submit page

The Federal Processing Center will send the results to Hope College. As long as you did not change the data, your corrected FAFSA will be considered documentation of income and tax data.

IRS Tax Return Transcript

If you are unable to use the IRS Data Retrieval Tool you must obtain a Tax Return Transcript from the IRS. To request a Tax Return Transcript, follow these steps:

- Go to irs.gov and select "Get a Tax Transcript" under "Tools" section
- Select "Get Transcript by Mail"
- Enter tax payer information as stated on tax return and select "Return Transcript" as the type

Allow 5-10 business days for your request to be processed. Your transcript will be mailed to the address on file with the IRS. You will need to submit a copy to the Hope College Office of Financial Aid.