

## 2023-2024 FAFSA Verification

We have received your 2023-24 Free Application for Federal Student Aid (FAFSA). Your FAFSA was selected for a process called "Verification." UNK is required by federal regulation to collect information to verify that the FAFSA is accurate. Any corrections made based on this documentation will be reported to you by the Federal Student Aid Center on an updated Student Aid Report.

### **Student Tax Return Transcript Instructions:**

You indicated on your 2023-24 FAFSA that you (and/or your spouse) filed or will file a 2021 federal income tax return with the IRS (form 1040). In order for our office to proceed with processing your federal financial aid, you must use one of the following ways to verify the income and tax information submitted on the FAFSA:

#### **OPTION #1: Update the FAFSA using the "IRS Data Retrieval Tool" (Recommended Method)**

1. Log into your 2023-24 FAFSA at [fafsa.gov](https://fafsa.gov) and select "Make FAFSA Corrections."
2. Navigate to the "Financial Information" section of the FAFSA.
3. Select "Use the IRS Data Retrieval Tool" to transfer your 2021 federal income tax data electronically from the IRS into the FAFSA.
4. Select "yes" to transfer your 2021 federal income tax data to your FAFSA
5. Once you have transferred your tax data and are back to the FAFSA, be sure to sign and submit the corrected FAFSA.
6. We will receive the corrected version of the FAFSA electronically within 5-10 days.

#### **OPTION #2: Order by Phone and Submit an IRS "Tax Return Transcript" to the UNK Office of Financial Aid**

1. Order an IRS "Tax Return Transcript" for any 2021 tax returns submitted by you.
2. To order by phone: Call 800-908-9946,
  - Enter your social security number
  - Enter the digits from your most recent filed tax return mailing address (ex. 1234 UNK 13th Street, enter 1234)
  - Enter 2021
  - Select Option #2 for a Tax Return Transcript
3. You should receive your Tax Return Transcript in the mail within 5-10 days after placing your order.
4. Once you receive the transcript in the mail, make a copy for yourself, **write your name and NU ID# on it** and submit it to our office via Financial Aid's 'Document Upload' on MyBLUE, mail, fax or in person.

#### **OPTION #3: Submit your signed Federal Income Tax Return to the UNK Office of Financial Aid**

1. Make a copy of your (and/or your spouse's) 2021 federal tax return (Form 1040) along with schedule(s) 1, 2 & 3, if filed.
2. Make sure to sign your name on the signature line.
3. Write your name and NU ID# on it and submit it to our office via Financial Aid's 'Document Upload' on MyBLUE, mail, fax or in person.

**Notes:**

1. If you have or will file an amended federal tax return for 2021 please contact the UNK Office of Financial Aid for instructions.
2. If you have filed your taxes as Married Filing Separately you will be ineligible to use the IRS Data Retrieval Tool (Option 1) and should proceed with Option 2 or 3.
3. This form is for instructional use only. There is no need to return this form to our office.