



# ACADEMY *of* ART UNIVERSITY®

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

## Office of Financial Aid Verification Policies and Procedures

### HOW STUDENTS ARE SELECTED FOR VERIFICATION:

Verification is a process of reviewing the accuracy of information reported on the *Free Application for Federal student Aid* (FAFSA). Selection can be random or based on inconsistent data on the FAFSA. The Department of Education selects the applications to be verified by the school. AAU also reserves the right to select additional applications before awarding Federal aid.

### DOCUMENTATION REQUIREMENTS:

To fulfill the verification requirements, selected applicants must submit the following documentation to AAU's Financial Aid Office:

- Completed verification worksheet.
- Signed copy of Federal tax return or IRS Tax Return Transcript ([www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or 1-800-908-9946) if you opted not to use the IRS Data Retrieval tool via [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In addition, "IRS Form 1040x" is required if you are a filer with Amended Tax returns.
- Additional documentation requested by the Financial Aid Office.

### CORRECTION PROCEDURES:

The Office of Financial Aid will compare the figures on the applicant's tax documents and completed verification worksheet to the figures on the student's financial aid application (FAFSA). If necessary, the financial aid administrator will submit FAFSA data corrections to the U.S. Department of Education. The Department of Education will then send a Confirmation Report of these changes to the applicant as notification of these corrections.

### NOTIFICATION:

Applicants will be notified of award changes via email due to verification from the Financial Aid Office. The revised awards will be posted in Peoplesoft Student Self-Service.

### DEADLINES:

The policy of AAU is for financial aid files to be complete with 14 days from the start of the semester (10 days for Summer semester). It is recognized that sometimes it is necessary to contact outside sources which could result in delays in obtaining the required documentation. Therefore, as long as the student is making every effort to obtain the documentation, the school's submission deadline for the award year 2018-2019 is the same as the Federal correction deadline, the earlier of 120 days from the last date of attendance or September 14, 2019. Students who do not meet this deadline are not eligible for any Federal aid from the award year.



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## IRS DATA RETRIEVAL TOOL INSTRUCTIONS

- a. Log-in to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
- b. Select "Make Corrections"
- c. Click on the "Financial" tab
- d. Select that you (your parents) have "Already Completed" taxes
- e. Click the "View Options to Link to the IRS"
- f. Click "Link to IRS"
- g. Select "OK" at the prompts
- h. Complete by entering all information *exactly* as it appears on your tax return
- i. Click "Submit"
- j. Review the information for accuracy, then check the box next to "Transfer my Tax Information"
- k. Click "Transfer Now"
- l. Go to the end of your FAFSA and sign with your FSA ID
- m. Click "Submit"

**Note:** If you are using the IRS Data Retrieval Tool for both the student and parent, you will have to complete this process twice, once under the **Student Financial Information Section** and once under the **Parent Financial Information Section** before submitting the FAFSA.

## REQUESTING TAX DOCUMENTS FROM THE IRS

IRS Tax Transcript(s) may be obtained through:

### Get-Transcript Online

- a. Go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript)
- b. Click "Get-Transcript Online." Follow the prompts given to register. You can instantly view, print, or download the following transcripts:
  - Tax Return Transcript
  - Wage and Income Transcript
  - Verification of Non-filing Letter

### Get-Transcript by Mail

- a. Go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript)
- b. Click "Get-Transcript by Mail." You can request the following transcripts:
  - Tax Return Transcript
  - Wage and Income Transcript
  - Verification of Non-filing Letter

■ It takes 5-10 business days for delivery.

Automated Telephone Request- 1-800-908-9946

Paper Request Form- IRS Form 4506T-EZ or IRS Form 4506-T