

## 2015 - 2016 INCOME VERIFICATION REQUIREMENTS

**In addition to the Verification Worksheet we are also required to verify your and your parents' 2014 income as reported on your FAFSA.** Please use the following as a guide to assist us in your income verification process:

- In most cases, financial aid offices are no longer able to use data from actual tax returns to verify income. We can only use data provided directly from the IRS. Students and parents may submit their federal tax information to us via the FAFSA form by using the Data Retrieval Tool (DRT) on the FAFSA or by providing us with a copy of their 2014 IRS Tax Return Transcript.
- We strongly encourage you and your parent(s) to use the IRS Data Retrieval Tool on the FAFSA. This is the fastest method to verify income. This tool imports the required data from your 2014 federal income tax return to your FAFSA form. Be sure not to make any changes to the data that is transferred. Altering data will result in a rejected correction and you will then need to provide us with a copy of your IRS Tax Return Transcript.
- To use the IRS Data Retrieval Tool to update your federal tax data on the FAFSA log into the student's FAFSA by visiting [www.fafsa.gov](http://www.fafsa.gov) and enter the student's identifying information. Then click "Make FAFSA Corrections" and enter the student's Federal Student Aid PIN number and password. Review each section of the application, verifying that all initially reported information is correct and make corrections if necessary. If you initially estimated your federal tax data, in the "Financial Information" section, change your tax filing status from "will file" to "already completed." The IRS Data Retrieval Tool will then be available to use. After the IRS data has been transferred to the FAFSA be sure to click on the "Sign & Submit" tab at the top of the page to electronically sign the FAFSA. Do this for both the student and parent information if both have completed tax returns. If you experience any problems with the IRS Data Retrieval Tool, please call the Federal Student Aid hotline at 1.800.433.3243 for help.
- After we receive the new FAFSA report with the imported IRS data, the income verification process is complete.

Please note that we must verify both the student's income as well as the parents' income. If the student was not required to complete a 2014 federal tax return the student may provide their 2014 income information in the Non-Tax Filing Statement on the Verification Worksheet.

\* \* \* \* \*

**NOTE: There are certain tax filing statuses that make students or parents unable to use the IRS Data Retrieval Tool on the FAFSA.** Please check the chart below to see if your tax filing status is ineligible to use the IRS Data Retrieval Tool and, if so, what forms you now must provide to the financial aid office.

Tax Return Status Ineligible to use Data Retrieval Tool	Form(s) you must provide the financial aid office
Parent or student filing as Married filing separately	A copy of each tax filer's 2014 IRS Tax Return Transcript
Parent or student is married and filing as Head of Household	A copy of 2014 IRS Tax Return Transcript
Parent or student filing an amended tax return	A signed copy of original 2014 IRS Tax Return or the 2014 IRS Tax Return Transcript AND a signed copy of 2014 IRS 1040X Tax Return (complete amended return)
Parent or student filing a Puerto Rican or foreign tax return	A signed copy of actual tax return

If you need to provide us with a Tax Return Transcript please visit our website for instructions at [financialaid.hampshire.edu](http://financialaid.hampshire.edu). Click on the link on the first page. Or visit the IRS website at [www.irs.gov](http://www.irs.gov).

\* \* \* \* \*

**Please return the Verification Worksheet, any documentation for the Worksheet, and the Tax Return Transcript, if required, to the Financial Aid Office,** Hampshire College, 893 West Street, Amherst, MA 01002. Or you may fax the documents to 413.559.5585. Please be sure that the student's name appears on any form you are sending us.

**If you have any questions, please call us at 413.559.5484 or email us at [financialaid@hampshire.edu](mailto:financialaid@hampshire.edu).**