

Verification Process

The verification process ensures the information reported on the **Free Application for Federal Student Aid (FAFSA)** is accurate. The U.S. Department of Education requires colleges and universities to verify the information by comparing it to the students' (and/or parents') federal tax return transcripts, W-2s and other required documents. It assures eligible students receive the federal aid for which they qualify and prevents ineligible students from receiving aid for which they do not qualify. Students are selected for verification by the federal processor. If selected by the federal processor, the student will see an asterisk next to the Expected Family Contribution (EFC) on their Student Aid Report (SAR). The student also will be informed on the FAFSA Confirmation page. Students may view and print their Student Aid Report from the FAFSA website. The outstanding verification requirements will be listed on **SmartWeb**.

Possible reasons students are selected for verification:

- Random selection by processor
- Incomplete information on FAFSA
- Estimated information on FAFSA
- Inconsistent information on FAFSA

Documents required to be submitted for verification may include but are not limited to:

- Verification Worksheet (Independent or Dependent)
- Student's (and/or parent's or spouse's) Federal Tax Return Transcript from the 2 year prior calendar year
- Student's (and/or parent's or spouse's) W-2s
- Student's (and/or parent's or spouse's) proof of Non-Filer Tax Return status
- Student's (and/or parent's or spouse's) Military Leave and Earnings Statement

It is important to note that additional documentation may be requested to complete the verification process. The Financial Aid Office will notify the student via **SmartWeb**.

Ways to Get Transcripts

You may register to use **Get Transcript Online** to view, print, or download all transcript types listed below. If you're unable to register or you prefer not to use Get Transcript Online, you may order a tax return transcript and/or a tax account transcript using **Get Transcript by Mail** or call 800-908-9946. Please allow **5 to 10 calendar days** for delivery.



Financial Aid Office
3200 Augusta Tech Drive
Augusta, Georgia 30906
706.771.4149 (Phone)
706.771.4034 (Fax)
finaid@augustatech.edu (Email)

You may also request any transcript type listed below by faxing/ mailing **Form 4506-T, Request for Transcript of Tax Return** as instructed on the form.

Transcript Types

The IRS offers the following transcript types at no charge to you:

- **Tax Return Transcript** - shows most line items including your adjusted gross income (AGI) from your original tax return (Form 1040, 1040A or 1040EZ) as filed, along with any forms and schedules. It doesn't show changes made after you filed your original return. This transcript usually meets the needs of lending institutions offering mortgages and student loans.
- **Tax Account Transcript** - shows basic data such as return type, marital status, adjusted gross income, taxable income and all payment types. It also shows changes made after you filed your original return.
- **Record of Account Transcript** - combines the tax return and tax account transcripts above into one complete transcript.
- **Wage and Income Transcript** - shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498, IRA Contribution Information. Current tax year information may not be complete until July.
- **Verification of Non-filing Letter** - provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. It doesn't indicate whether you were required to file a return for that year.

Note: A transcript isn't a photocopy of your return. If you need a copy of your original return, complete and mail **Form 4506, Request for Copy of Tax Return**, along with the applicable fee.