

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Office of Financial Aid will compare the requested information against the information reported on the FAFSA before we make any Financial Aid awards.

If there are differences in between the FAFSA and the information provided, the FAFSA may need to be corrected.

Please submit all requested documents within 30 days.

Important Note: The instructions below apply to both parents in the household.

You indicated on the FAFSA that funds from the IRS Data Retrieval Tool were transferred to Untaxed Portions of IRA Distributions or Untaxed Portions of Pensions and the amount includes a rollover.

We are required to collect one of the following to verify the information:

- A signed and dated written statement from the tax filer indicating the IRS-authorized rollover amount; or
- A copy of the Tax Return Transcript or alternative tax transcript signed and dated with the word “Rollover” handwritten next to the applicable line items.

IRS Tax Return Transcript

You can request the 2021 IRS Tax Return Transcript free of charge using one of these options:

Online:

- Go to <https://www.irs.gov/individuals/get-transcript>, select **Get Transcript Online** or **Get Transcript by Mail**. Make sure to request the **IRS Tax Return Transcript** and not the IRS Tax Account Transcript.

IRS2Go App:

- Apple Online Store: <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
- Google Play: <https://play.google.com/store/apps/details?id=gov.irs>
 - Download App, Select Tax Records, Return Transcript, 2020

Telephone:

- 1.800.908.9946, Enter SSN, Street Address Numbers, Enter 2021 for Tax Year