## 2022-2023 Verification Start-to-Finish

Click Here to Begin!



Student Financial Aid Office University of Louisville Louisville, KY 40292 Choose any of the following links for information and instructions on the Verification Process

Introduction

2022-2023 Verification Instructions

2022-2023 Verification
Due Dates

Resources for Income and Tax Documents

Accessing Your Verification Forms

Verification T.I.P.S.

Main Menu

### Introduction

#### What is Verification?

Verification is the U.S. Department of Education's way of checking that a FAFSA is accurately processed in compliance with federal regulations.

#### What does it mean?

- It does not mean you are accused of doing anything wrong.
- It does mean you need to submit your verification forms and required documentation before your Federal aid can be evaluated and/ or disbursed to your student account with the Bursar's Office..

#### How does this affect my financial aid?

- If you have not been awarded, you will need to complete verification before your aid can be evaluated.
- If you have already been awarded, your Federal aid will not disburse until verification is complete. Some of your awards and/or award amounts may change as a result of the verification process.

**Skip Introduction** 



# How do I complete verification?

- This module provides a step-by-step walk through of completing your verification forms.
- As you click on the answers that apply to you, each slide will provide instructions and important information for each section of the form.
- Before you begin, it may be helpful to have the following:
  - Access to your ULink account
  - Access to your <u>2020</u> income and tax information
  - Access to your FAFSA in order to use the IRS Data Retrieval Tool

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# When do I need to complete verification?

- It is best to complete verification as soon as the forms are available to you on your ULink account.
- Remember: Verification must be completed before your federal aid can be evaluated and/or disbursed to your account with the Bursar's Office.
- Review the due dates below based on your enrollment:

Your Final Term of Enrollment for the Aid Year:	Priority Due Date(2):	Final Deadline(3):
Fall 2022	June 24, 2022	November 28, 2022
Spring 2023	November 28, 2022	April 17, 2023
Summer 2023	April 17, 2023	July 24, 2023

Note: Certain types of aid may not be available if verification is completed after the priority due date.



# Accessing Your Verification Forms

#### ■ ULINK → Tasks → Print FinAid Verification Form

- If this is your first time logging in to ULink, click on 'For First Time Users' under the Log-In Assistance Tab.
- If you have issues accessing your ULink account, click <u>here</u>.
- You can also contact the Student Financial Aid Office for a copy of your forms.
- Note: There may be other items\* on your Tasks list that need to be completed before your Federal aid can be awarded and/or disbursed.
  - Documentation of Citizenship
  - Selective Service Acknowledgement
  - Direct Loan Entrance Counseling

\*The above list is not exhaustive. Please contact us if you need assistance with other forms that have been assigned to you.



Select the Image that Matches Your Verification Form 2022-2023 Dependent Verification Form

Student Financial Aid Office
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2022-2023 Independent Verification Form

LOUISVILLE.
Student Financial Aid Office
VERF23 Page | 1



- Module Menu
  - 2022-2023 Menu
- Verification Tips

## 2022-2023 Dependent Verification Menu

- If a student is dependent as determined by the FAFSA, the student and their parent's income and tax information is required to complete the verification process.
- Use the navigation arrows at the bottom to move forward or backward through the entire module.
- Use the navigation menu to go to a specific set of instructions.

#### Skip to Section:

- Parent Household Information
- Special Circumstances
- Student Income Information
- Parent Income Information
- Submitting Forms
- Additional Information

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## Parent Household Information

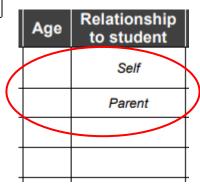
- List the parent you included on the FAFSA.
- If that parent was married as of the date you filed the FAFSA, include their spouse in the household section.
- Include your parent's other children if they meet the criteria on the form.

#### Who to include in the table below:

- Yourself (the student) even if you do not live with your parent(s).
- Your parent(s) you included on your FAFSA (including stepparent).
- Your parent's other children (even if they do not live with your parents) ONLY IF:
  - A. Your parent(s) will provide more than half of their support from July 1, 2022 through June 30, 2023, OR
  - B. The children would be required to provide parental information if they were completing a 2022-2023 FAFSA.
- Other people\* ONLY IF:
  - A. They live with your parent(s) as of today (the date you sign this form), your parent(s) provides <u>more than</u> half of their support as of today (the date you signed this form), and your parent(s) will continue to provide more than half of their support between July 1, 2022 and June 30, 2023.
- Include everyone's name, age, and relationship to you (the student).
  - This information is <u>required</u> to complete verification.

#### Skip to Section:

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## Including Other People in the Household

#### Skip to Section:

- Parent Household Information
- Special Circumstances
- Student Income Information
- Parent Income Information
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There may be other individuals who live in your parent's household. Only include their information if they meet <u>all</u> of the following criteria:

- •The person <u>currently</u> lives in your parent's household.
- •Your parent(s) <u>currently</u> provide more than 50% of the person's financial support.
- •Your parent(s) will continue to provide more than 50% of the person's financial support between July 1, 2022 and June 30, 2023.

#### \*If you (the parent) included "other people" in the household size section above, please note:

Other people could include, but are not limited to, your extended family, fiancé, etc. You may be asked to provide additional information by our office. By signing this form, you (the parent) are verifying this person currently lives with you, you currently provide more than 50% support for this person, and you will continue to provide more than 50% support through June 30, 2023.

In order to claim more than 50% percent support of another individual, you must have adequate income to cover all related expenses. Support includes items such as money, food, clothing, shelter, public utilities, telephone, education, medical and dental care, gifts, payment of college costs, recreation and transportation, etc. You must compare the dollar value of the support provided by yourself to the total support the dependent received from all sources.







## Reviewing Special

## Circumstances

- Review the Student and Parent circumstances listed on this page.
  - If none of the circumstances apply, leave the boxes blank.

S	Special Income and Tax Circumstances	VERF23 Student ID:	Page 4
Se	ection/Page Instructions		
1.	Student Name:		
_	Please review the following circumstances.		
2.	ricado review are remeving en carricalitates.		
	Only check the 'Yes' box in the sections below for any that apply	to you and/or	your parent(s).
3.		•	your parent(s).
3. 4.	Only check the 'Yes' box in the sections below for any that apply You will be contacted by our office if additional documentation is	•	your parent(s).
3. 4.	Only check the 'Yes' box in the sections below for any that apply	•	your parent(s).

- Skip to Section:
- Parent Household Information
- Special Circumstances
- Student Income Information
- Parent Income Information
- Submitting Forms
- Additional Information

- If a circumstance applies, check the box and include the requested documentation. Instructions for some common circumstances are linked here.
  - Amending Taxes
  - Marital Status Change
  - Victim of IRS-Related Identity Theft
- If a box is checked and no additional documentation is provided, the SFAO will follow up for additional information.
- Note: All statements <u>must</u> include dates and have <u>handwritten signatures</u>.





#### Skip to Section:

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- Student Income Information
- Parent Income Information
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## Amended Taxes Instructions

- If a student or parent amended their taxes, they <u>must</u> submit copies of the following documents with the verification forms:
  - Copies of <u>all</u> 2020 income documents: 2020 W2s, or a 2020 Wage and Income Transcript from the IRS
  - Signed copy of the 2020 Tax Return (IRS Form 1040) showing the <u>original</u> information, or a copy of the 2020 Tax Return Transcript from the IRS.
  - Signed copy of a 2020 1040X with amounts on Line 1 and Line 8
    - More on submitting a 1040X for Verification

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#### Skip to Section:

- Parent Household Information
- **Special Circumstances**
- Student Income Information
- Parent Income Information
- **Submitting Forms**
- **Additional Information**

## Amended Taxes Instructions, Continued:

An IRS Form 1040X is generally submitted to correct the original information provided on an individual's tax return.

Department of the Treasury—Internal Revenue Service  Amended U.S. Individual Income Tax Return  > Use this revision to amend 2019 or later tax returns.  > Go to www.irs.gov/Form1040X for instructions and the latest information.						
or fiscal year (enter month and year ended)	'					
Last name	Your social security number					
s	Individual Income Tax Return sion to amend 2019 or later tax returns. n1040X for instructions and the latest information. or fiscal year (enter month and year ended)					

For verification purposes, there need to be amounts on Line 1 and Line 8 of the 1040X. The copy submitted to the office must be

<u>signed</u>. Sign Here A. Original amount B. Net change-C. Correct Your signature Adjusted gross income. -Spouse's signature. If a joint return, both must sign. Date Subtract line 7 from line 6. 8

If there is an increase in credits on Line 7, we will need to know if any of those credits are education credits.

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Credits. 7

# Marital Status Change Instructions

#### Skip to Section:

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- Special Circumstances
- Student Income Information
- Parent Income Information
- Submitting Forms
- Additional Information
- If a student or parent's marital status has changed since <u>January 1, 2021</u>, check the appropriate box and complete the statement on the form:

Did your marital status cha	inge after January 1,	2021?		Yes
If you checked "Yes" and it IRS Income Tax Return, or your joint 2020 IRS Income	you are married to som	neone other than the	individual ir	
Changed from:	to:	as of: _		_/
			(month)	(year)

- Submit a copy of supporting documentation of the marital status change (i.e. divorce decree, marriage or death certificate, separation agreement, etc.).
- Note: The SFAO may follow up for additional information to ensure verification is processed correctly.

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#### Skip to Section:

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Victim of IRS-Related Tax Identity Theft Instructions

If a student or parent was a victim of IRS-related tax identity theft, please <u>contact our office</u> regarding the information you will need to submit along with the verification forms.

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Back to Special Circumstances



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#### Skip to Section:

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Choose a link to view the instructions for each option.

□<u>Option A</u>\*:

Use the IRS Data Retrieval Tool to update your FAFSA and skip the next page of this form:

IRS Data Retrieval Tool (Recommended Option)

□ Option B:

Complete the next page of this form and include the required documents with this form:

- Required Income Information
- Required Tax Information

I Already Used the IRS Data Retrieval Tool

Student Income

and Tax Options

I Don't Know if I used the IRS

Data Retrieval Tool

I Have a Student Amended Taxes Page

I Don't Have this Page



Nex



## IRS Data Retrieval Tool

- Using the IRS Data Retrieval Tool is strongly encouraged!
  - Step-by-Step Instructions
  - The FAFSA will show "Transferred from the IRS" when the Data Retrieval Tool is successfully used.
  - You may not be able to see or change the information after it is transferred.
    - ☐ 2022-2023 FAFSA updated using the IRS Data Retrieval Tool
    - ☐ Date FAFSA signed and resubmitted: \_\_\_\_/\_\_\_/
- You must sign and resubmit the FAFSA!
  - Include the date you resubmitted your FAFSA on your verification form.



#### Skip to Section:

- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Parent Income Menu





Choose the next section of instructions from the options below.

- I used the IRS Data Retrieval Tool. What's next?
  - Parent Income information
  - Submitting Forms

- I was unable (or do not want) to use the IRS Data Retrieval Tool. What do I do?
  - You <u>must</u> complete the Student Income Page and submit appropriate documentation.
  - Student Income Earned from Work
  - Student Tax Filing Status

Next



## Student Income Earned from Work

If you did not work in 2020, check the first box indicating you did not work and made \$0.

#### Student 2020 Income Section

- ☐ I did not work in 2020. My 2020 income earned from working was \$0, and any income from working I may have reported on my FAFSA is incorrect. OR
- ☐ I did work in 2020. Complete the following table and attach your 2020 income document(s)\* to this form.
- If you did work in 2020, complete the table on the form.
  - List where you worked.
  - Include how much you earned from each employer.
  - Write the total amount of how much you earned from working in 2020.

Employer Name(s) If more space is needed, provide a separate page with your (the student's) name and ID number at the top.	Copy of 2020 income document* attached?	Student's Amount Earned in 2020
1.		\$
2.		\$
3.		\$
How much did you (the student) earn from working Add the amounts listed above and any amounts reported on a separate	\$	





Skip to Section:

Required Income Information

Required Tax InformationSkip to Parent Income Menu

• Student Income Menu

Instructions

IRS Data Retrieval Tool



If you worked but did not file taxes, submit copies of your 2020 Income documents with your verification form.

#### \*Acceptable 2020 Income Documents:

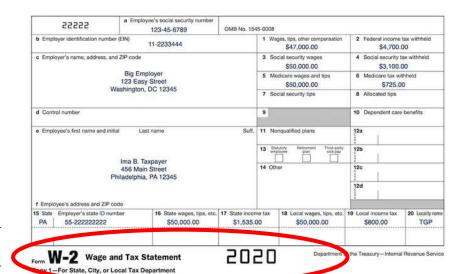
- IRS W-2 Form(s)
- IRS Wage and Income Statement
- Schedule C(s)

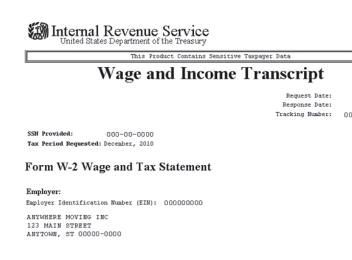
- Schedule K1 IRS Form <u>1065</u>
- <u>Signed</u> supporting documentation or explanation <u>if</u> an employer did not issue an income document

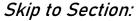
- 2020 W-2s
- 2020 IRS Wage and Income Transcript

Requesting a Wage and Income Transcript

 If you are unable to provide this documentation, a separate form may be sent for you to explain why your income documents are unavailable.







- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information

07-23-2013

Skip to Parent Income Menu





## Student Tax Filing Status

#### Skip to Section:

- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Parent Income Menu

- You must check the correct box to indicate your tax filing status in 2020.
  - A. 

    I will not file and am not required to file a 2020 IRS Income Tax Return.
  - B. □I have filed a 2020 IRS Income Tax Return (choose an option below).
- If you filed taxes, you <u>must</u> submit copies of your 2020 Tax Information.
  Choose an option below to view instructions.
  - Option 1: 2020 Tax Return Transcript
  - Option 2: Signed 2020 Tax Return (IRS Form 1040)







## **Student Taxes Option 1:**

Option 1: Attach a <u>copy</u> of your <u>2020</u> IRS <u>Tax Return Transcript</u>

- Submit a copy of your 2020 Tax Return Transcript.
- A Tax Return Transcript will show information from various schedules, if they were filed.
- Requesting a Tax Return Transcript
- Do not submit any of the following:
  - State Tax Returns.
  - •Tax information from a different tax year.



This Product Contains Sensitive Taxpayer Data

Request Date: 05-23-2020 Response Date: 05-23-2020 Tracking Number:

Skip to Section:

Required Income Information
Required Tax Information
Skip to Parent Income Menu

Student Income Menu

Instructions

IRS Data Retrieval Tool

Tax Return Transcript

SSN Provided: Tax Period Ending:

The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

SPOUSE SSN

NAME(S) SHOWN ON RETURN:

ADDRESS:







### **Student Taxes Option 2:**

□ Option 2:

Attach a <u>signed copy</u> of your <u>2020</u> IRS Form 1040 tax return that was submitted to the IRS (<u>pages 1 and 2 only</u>), AND

Submit a <u>copy</u> of the first two pages of your 2020 Tax Return.

#### Skip to Section:

- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Parent Income Menu

_										
<b>₺1040</b>	Department of the Treasury—Internal Revenue Serv U.S. Individual Income Ta:	x Return 20 <b>2</b>	OMB No. 1545	-0074 RS Use Only	y—Do not write or staple in this space.	m 1040 (2020)				Page 2
Filing Status	Oingle Married filing jointly	Married filing concentry (	Head of	household (HOH)	Qualifying widow(er) (QW)	16		Tax (see instructions). Check if any from Form(s): 1 8814 2 4972 3	16	
	If you checked the MFS box, enter the r					17	,	Amount from Schedule 2, line 3	17	
one box.	person is a child but not your dependent	t ▶				18	3	Add lines 16 and 17	18	
Your first name a	and middle initial	Last name			Your social security number	19	) (	Child tax credit or credit for other dependents	19	
						20	)	Amount from Schedule 3, line 7	20	
If joint return, sp	ouse's first name and middle initial	Last name			Spouse's social security number	21		Add lines 19 and 20	21	
						22		Subtract line 21 from line 18. If zero or less, enter -0	22	
Home address (r	number and street). If you have a P.O. box, see	instructions.		Apt. no.	Presidential Election Campaign	23		Other taxes, including self-employment tax, from Schedule 2, line 10	23	
					Check here if you, or your	24		Add lines 22 and 23. This is your total tax	24	
		spouse if filing jointly, want \$3 to go to this fund. Checking a								

Remember: Your 2020 Tax Return must have your handwritten signature on it.

- Do not submit any of the following:
  - State Tax Returns.
  - •Tax information from a different tax year.

-SICILI		der penalties of perjury, I declare that I have examined this return rect, and complete. Declaration of preparer (other than taxpayer) i		
Joint return? See instructions.	L	Your signature	Date	Your occupation
Necp a copy for your records.	_	Spouse's signature. If a joint return, <b>both</b> must sign.	Date	Spouse's occupation





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> SCHEDULE 1 (Form 1040)

Internal Revenue Service

Additional Income and Adjustments to Income

► Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

OMB No. 1545-0074-
2020
Attachment

Name(s) shown	on Form	1040,	1040-SR,	or	1040-NF
---------------	---------	-------	----------	----	---------

Your social security number

Pai	t Additional Income			
1	Taxable refunds, credits, or offsets of state and local income taxes		1	
2a	Alimony received	[	2a	
b	Date of original divorce or separation agreement (see instructions) ▶			
3	Business income or (loss). Attach Schedule C		3	

#### **SCHEDULE 2** (Form 1040)

Department of the Treasury Internal Revenue Service

#### **Additional Taxes**

► Attach to Form 1040, 1040-SR, or 1040-NR. ► Go to www.irs.gov/Form1040 for instructions and the latest information.

	.лпв IV0. 1545-ь.
	2020
	Attachment Sequence No. <b>02</b>
soc	ial security number

Name(s) shown on Form 1040, 1040-SR, or 1040-NR

#### Tax

1	Alternative minimum tax. Attach Form 6251	1	
2	Excess advance premium tax credit repayment. Attach Form 8962	2	

#### **SCHEDULE 3** (Form 1040)

Department of the Treasury Internal Revenue Service

#### **Additional Credits and Payments**

► Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

OMB No. 1545-0074
20 <b>20</b>
Attachment

Name(s) shown on Form 1040, 1040-SR, or 1040-NR

Your social security number

Part I	Non	refur	ndah	le C	redits
гант	14011	ıcıuı	Iuav		reuits

1	Foreign tax credit. Attach Form 1116 if required	1	
2	Credit for child and dependent care expenses. Attach Form 2441	2	
	Education credits from Form 8863, line 19		l .



- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Parent Income Menu

### Student Taxes Option 2, **Continued:**

If you filed a Schedule 1, 2, or 3 with your IRS Form 1040, you must also submit a copy of those schedules with your verification forms.





#### Skip to Section:

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## Student Amended Taxes Instructions

- If the IRS Data Retrieval was used and the FAFSA indicates a student's or parent's taxes were amended, a special page will display on your verification form.
  - Check the correct box to indicate who amended the taxes.
  - Answer questions A, B, and C on the second half of the form.
  - Submit copies of the documents required based on who amended the

taxes.

Wh	Who amended your 2020 Federal Tax Return?					
	I did not amend my 2020 taxes, the <u>IRS</u> amended them for me.					
ш	☐ Attach a copy of your 2020 IRS Tax Account Transcript.					
	<ul> <li>Instructions for requesting a Tax Account Transcript can be found here: https://louisville.edu/financialaid/verification/irs-tax-transcript.</li> </ul>					
	<ul> <li>Please note that you will need to select <u>Tax Account Transcript</u> as the document you request.</li> </ul>					
	I amended my 2020 taxes.					
	☐ Attach <u>copies</u> of all <u>2020</u> income documents* for each source of <u>employment</u> <u>income</u>					
	☐ Attach a signed copy of your 2020 IRS Form 1040X. Ensure there are amounts on					
	Line 1 and Line 8 of the 1040X. The amount from the original return should be in Column A and the amount after amending should be in Column C.					

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#### Skip to Section:

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## Submitting a 1040-X

 An IRS Form 1040X is generally submitted to correct the original information provided on an individual's tax return.

<b>1040-X</b> (Rev. July 2021)	Department of the Treasury—Internal Revenue Service  Amended U.S. Individual Income Tax Return  > Use this revision to amend 2019 or later tax returns.  > Go to www.irs.gov/Form1040X for instructions and the latest information.				OMB No. 1545-0074
This return is for calendar year (enter year) or			fiscal year (enter month and year ended)		
Your first name and middle	initial		Last name	Your social	security number

■ For verification purposes, there need to be amounts on Line 1 and Line 8 of the 1040X. The copy submitted to the office must be

A. Original amount reported or as previously adjusted (see instructions)

Adjusted gross income.

Subtract line 7 from line 6.

Sign Here

Your signature

Spouse's signature. If a joint return, both must sign.

Date

If there is an increase in credits on Line 7, we will need to know if any of those credits are education credits.

7	Credit	ts	7

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- Choose a link to view the instructions for each option.

□<u>Option A</u>\*:

Use the IRS Data Retrieval Tool to update your FAFSA and skip the next page of this form.

IRS Data Retrieval Tool (Recommended Option)

□ Option B:

Complete the next page <u>and</u> include the required documents with this form.

- Required Income Information
- Required Tax Information

My parent(s) already used the IRS Data Retrieval Tool

Parent Income

and Tax Options

I don't know if my parent used the IRS Data Retrieval Tool

I Don't Have this Page

I Have a Parent Amended Taxes Page







## IRS Data Retrieval Tool

- Parent Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

- Using the IRS Data Retrieval Tool is strongly encouraged!
  - Step-by-Step Instructions
  - The FAFSA will show "Transferred from the IRS" when the Data Retrieval Tool is successfully used.
  - You may not be able to see or change the information after it is transferred.
    - ☐ 2022-2023 FAFSA updated using the IRS Data Retrieval Tool
    - ☐ Date FAFSA signed and resubmitted: \_\_\_\_/\_\_\_/
- You must <u>sign and resubmit</u> the FAFSA!
  - Include the date you resubmitted your FAFSA on your verification form.





- Parent Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

Choose the next section of instructions from the options below.

- My parent used the IRS Data Retrieval Tool. What's next?
  - Submitting Forms

- My parent was unable (or does not want) to use the IRS Data Retrieval Tool. What do I do?
  - You <u>must</u> complete the Parent Income Page and submit appropriate documentation.
  - Parent Income Earned from Work
  - Parent Tax Filing Status



## Parent Income Earned from Work

- Parent Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

If	your parei	nt did not	work in 20	020, they	must checl	< the box	indicating	they	y did no	t work	and m	nade	\$0
----	------------	------------	------------	-----------	------------	-----------	------------	------	----------	--------	-------	------	-----

Parent 1 2020 Income Section:	Parent 1 Name (parent/stepparent):		
☐ Parent 1 did not work in 2020 and the 2020 income earned from working was \$0. OR			
□ Parent 1 did work in 2020: Complete the following table and attach 2020 income document(s)* to this form.			

- If your parent did work, complete the table on the form.
  - List where your parent(s) worked.
  - Include how much they earned from each employer.
  - Write the total amount they earned from working in 2020.

Employer Name(s) If more space is needed, provide a separate page with the student's name and ID number at the top.	Copy of 2020 income document* attached?	Parent 1 Amount Earned in 2020
1.		\$
2.		\$
3.		\$
How much did Parent 1 earn from working in 2020 Add the amounts listed above and any amounts reported on a separate		\$

Note: If your parent is married as of the date you filed the FAFSA, they must provide their spouse's information in order to complete verification. This information is required even if your parent was not married in 2020.



I Don't Have this Page





If your parent worked but did not file taxes, submit copies of their oncome documents.

#### \*Acceptable 2020 Income Documents:

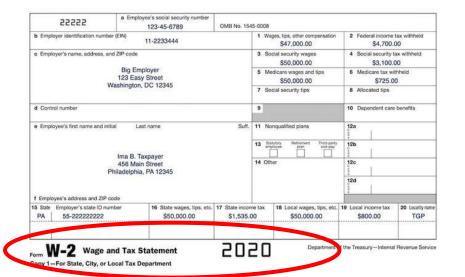
- IRS W-2 Form(s)
- IRS Wage and Income Statement
- Schedule C(s)

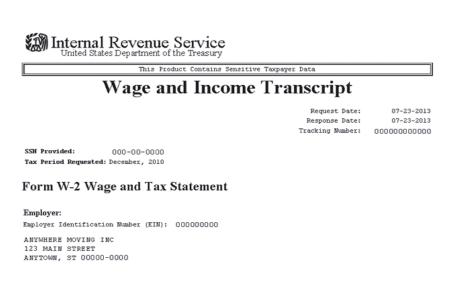
- Schedule K1 IRS Form <u>1065</u>
- <u>Signed</u> supporting documentation or explanation <u>if</u> an employer did not issue an income document

- 2020 W-2s
- 2020 IRS Wage and Income Transcript

Requesting a Wage and Income Transcript

- If your parent is unable to provide this documentation, a separate form may be sent for them to explain why their income documents are unavailable.
- Remember: Information must be provided for your parent and their spouse if they are married as of the date you filed the FAFSA.









Parent Income Menu

Instructions

IRS Data Retrieval Tool

Required Tax Information

Skip to Submitting Forms

Required Income Information



## Parent Tax Filing Status

Your parent must check the correct box to indicate their tax filing status in 2020.

- Parent Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

A.	2020 IRS Income Tax Retur	_ (parent 1 name) will not file and is not required to file and
B.		(parent 1 name) has filed a 2020 IRS Income Tax Return.

- Click here if your parent(s) did not file taxes
- If either parent filed taxes, they <u>must</u> submit copies of their 2020 Tax Information.
  Choose an option below to view instructions.
  - Option 1: 2020 Tax Return Transcript
  - Option 2: Signed 2020 Tax Return (IRS Form 1040)
- Remember: Information must be provided for your parent and their spouse if they are married as of the date you filed the FAFSA.







### <u>Instructions for Non-Tax Filers:</u>

- If your parent (or their spouse) <u>did not file</u> taxes, they <u>must</u> submit a copy of a Verification of Non-Filing Letter from the IRS. <u>Make sure to request a</u> letter for the 2020 Tax Year.
  - Step-by-Step Instructions
  - You may receive a letter stating "As of the date of this letter, we have no record of a processed tax-return for the tax period listed above.
     You may consider this letter a verification of non-filing."
  - You may also receive a document indicating 'No Record of Account' was filed.
  - Either of the above documents can be submitted for verification.
- My parent(s) are unable to request a Letter.

- Parent Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms





- Parent Income Menu

   Deta Patriaval Ta
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

# Verification of Non-Filing by Mail

- If your parent (or their spouse) is unable to request a Verification of Non-Filing online, they may need to request one by mail completing an IRS Form 4506-T.
  - Instructions for <u>Requesting IRS Documents by Mail</u>.
  - Check Box 7 and list 12/31/2020 as the Tax Period.
  - Mail a copy of the form to the IRS and keep one for your records.
  - The IRS should mail back a Verification of Non-Filing Letter.
  - Submit a copy of this document to our office.
- If you do not receive a letter within 10 days after mailing your request, <u>contact our office</u>.

**Back** 

**Next** 



### Parent Tax Option 1:

□ Option 1:

Attach a <u>copy</u> of your parents'\* <u>2020</u> IRS <u>Tax Return Transcript(s)</u>

- Parent Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

- Submit a copy of your parent's 2020 Tax Return Transcript.
- A Tax Return Transcript will show the information from various schedules, if they were filed.
- Requesting a Tax Return Transcript
- Do not submit any of the following:
  - State Tax Returns.
  - •Tax information from a different tax year.



This Product Contains Sensitive Taxpayer Data

Request Date: 05-23-2020 Response Date: 05-23-2020 Tracking Number:

Tax Return Transcript

SSN Provided: Tax Period Ending:

The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

SPOUSE SSN:

NAME(S) SHOWN ON RETURN:

ADDRESS:



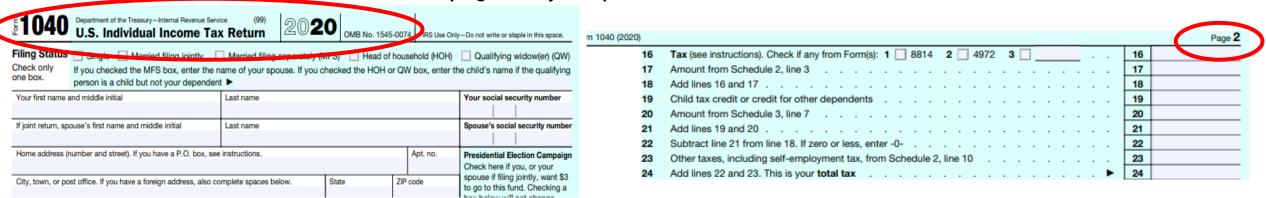




## Parent Tax Option 2:

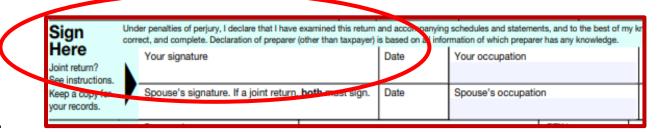
- ☐ Option 2:
- Attach a <u>signed copy</u> of your parents'\* <u>2020</u> IRS Form 1040 tax return that was submitted to the IRS (<u>pages 1 and 2 only</u>), AND
- Submit a copy of the first two pages of your parent's 2020 Tax Return.

- Parent Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms



Remember: Your parent's 2020 Tax Return must have their handwritten signature on it.

- Do not submit any of the following:
  - State Tax Returns.
  - •Tax information from a different tax year.









SCHEDULE 1 (Form 1040) Internal Revenue Service

#### Additional Income and Adjustments to Income

► Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

DMB No. 1545-0074

Name(s) shown on Form 1040, 1040-SR, or 1040-NR

Your social security number

## **Additional Income**

Taxable refunds, credits, or offsets of state and local income taxes . . . . . . . **b** Date of original divorce or separation agreement (see instructions) Business income or (loss). Attach Schedule C . . . . . . . . . . . . . . . . . .

#### **SCHEDULE 2** (Form 1040)

Department of the Treasury Internal Revenue Service

#### **Additional Taxes**

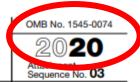
► Attach to Form 1040, 1040-SR, or 1040-NR.

▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

Your social security number Name(s) shown on Form 1040, 1040-SR, or 1040-NR

#### Part I Tax

- Excess advance premium tax credit repayment. Attach Form 8962 . . .



**SCHEDULE 3** (Form 1040)

Internal Revenue Service

## **Additional Credits and Payments**

► Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

Name(s) shown on Form 1040, 1040-SR, or 1040-NR

Your social security number

#### Part I Nonrefundable Credits

rreasury

Foreign tax credit. Attach Form 1116 if required	1
Credit for child and dependent care expenses. Attach Form 2441	2
Education credits from Form 8863, line 19	3



#### Parent Income Menu

- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

## Parent Tax Option 2, **Continued:**

If your parent filed a Schedule 1, 2, or 3 with their IRS Form 1040, you must also submit a copy of those schedules with your verification forms.

# Parent Amended Taxes Instructions

- Parent Household Information
- Special Circumstances
- Student Income Information
- Parent Income Information
- Submitting Forms
- Additional Information
- If the IRS Data Retrieval was used and the FAFSA indicates a student's or parent's taxes were amended, a special page will display on your verification form.
  - Check the correct box to indicate who amended the taxes.
  - Answer questions A, B, and C on the second half of the form.
  - Submit copies of the documents required based on who amended the taxes.

W	no amended your parents' 2020 Federal Tax Return?
	The IRS amended them. My parent(s) did not amend.
╽⊔	☐ Attach a copy of your parents' 2020 IRS Tax Account Transcript.
	<ul> <li>Instructions for requesting a Tax Account Transcript can be found here: <u>https://louisville.edu/financialaid/verification/irs-tax-transcript</u>.     </li> </ul>
	<ul> <li>Please note that you will need to select <u>Tax Account Transcript</u> as the document you request.</li> </ul>
_	My parent(s) amended the tax return.
	☐ Attach <b>copies</b> of all of your parent's <b>2020</b> income documents* for each source of employment income
	☐ Attach a <b>signed copy</b> of your parents' <b>2020 IRS Form 1040X</b> . Ensure there are amounts on Line 1 and Line 8 of the 1040X. The amount from the original return should be in Column A and the amount after amending should be in Column C.

Back to Menu

### Skip to Section:

- Parent Household Information
- Special Circumstances
- Student Income Information
- Parent Income Information
- Submitting Forms
- Additional Information

## Submitting a 1040-X

 An IRS Form 1040X is generally submitted to correct the original information provided on an individual's tax return.

<b>1040-X</b> (Rev. July 2021)	Amended U  ► Use the Go to www.irs.go	OMB No. 1545-0074				
This return is for cal	endar year (enter year)	or f	fiscal year (enter month and year ended)			
Your first name and middle initial			Last name	Your social security number		

■ For verification purposes, there need to be amounts on Line 1 and Line 8 of the 1040X. The copy submitted to the office must be

A. Original amount reported or as previously adjusted (see instructions)

Adjusted gross income.

Subtract line 7 from line 6.

Sign Here

Your signature

Spouse's signature. If a joint return, both must sign.

Date

If there is an increase in credits on Line 7, we will need to know if any of those credits are education credits.

7	Cre	di	13.	7



## Signing and Submitting Your Forms

Signatures must be handwritten!

Signatures: This section must be completed.							
Sign and date this form with a handwritten signature. Electronic/typed signatures are not acceptable.							
<b>Certification and Signature:</b> I certify that all the information on this form, and any attached documentation, is true and complete to the best of my knowledge. I understand that if I purposely give false or misleading information, I may be fined up to \$20,000, sent to prison, or both.							
Student's Signature:	Date: Phone:						
Parent's Signature:	Date: Phone:						
Bo	oth the student and one parent must sign.						

- You <u>and</u> your parent must sign the form.
- Cursive fonts, typed names, and electronic signatures will not be accepted.



- **Parent Household Information**
- Special Circumstances
- Student Income Information
- Parent Income Information
- **Submitting Forms**
- **Additional Information**





Do not submit any forms, statements, or attached documents by email!

Please return your <u>signed</u> form and, if applicable, all requested documentation to the UofL Student Financial Aid Office using one of the options below:						
The form	n must be printed <u>then</u> signed with a handwritten signature(s) before submitting.					
ULink Financial Aid Document Upload Option:  Log into your student ULink account at <a href="http://ulink.louisville.edu/">http://ulink.louisville.edu/</a> , open your 'Financial Aid' Tile and select the 'Financial Aid Document Upload' menu. For additional information, please visit: <a href="https://louisville.edu/financialaid/other-information/financial-document-upload">https://louisville.edu/financialaid/other-information/financial-document-upload</a>						
Mail or In Person Options:	Student Financial Aid Office, Houchens Building Room 110 University of Louisville Louisville, KY 40292					
Fax Number Option:	502.852.0182					

- Document Upload Instructions
- Do not submit forms to any other office.
- Submit your forms and required documents as soon as possible.
- Incomplete forms will delay the verification and awarding processes:
  - Missing documents (W-2s, Tax Returns, statements, etc.)
  - Incomplete documents (i.e. Tax Returns and statements without handwritten signatures, unanswered questions on the verification form, etc.)

- Parent Household Information
- Special Circumstances
- Student Income Information
- Parent Income Information
- Submitting Forms
- Additional Information





- Module Menu
- 2022-2023 Menu
- Verification Tips

## 2022-2023 Independent Verification Menu

- If a student is independent as determined by the FAFSA, the student's income and tax information is required to complete the verification process.
- If a student is married as of the date they filed the FAFSA, their spouse's information is also required.
- Use the navigation arrows at the bottom to move to the next slide in the module.
- Use the navigation menu to go to a specific set of instructions.

## Skip to Section:

- Student Household Information
- Special Circumstances
- Student Income Information
- Submitting Forms
- Additional Information

**Back** 

Nex



## Student Household Information

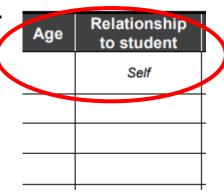
## Skip to Section:

- Student Household Information
- Special Circumstances
- Student Income Information
- Submitting Forms
- Additional Information

- List yourself.
- If you were married as of the date you filed the FAFSA, list your spouse.
- Include your children if they meet the criteria on the form.

#### Who to include in the table below:

- · List yourself and your spouse (if married)
- List your children ONLY IF:
  - A. You will provide more than half of their support from July 1, 2022 through June 30, 2023, even if they do not live with you.
- List other people\* ONLY IF:
  - A. They live with you as of today (the date you sign this form), you provide <u>more than</u> half of their support as of today (the date you signed this form), and you will continue to provide more than half of their support between July 1, 2022 and June 30, 2023.
- Include everyone's name, age, and relationship to you (the student).
  - This information is <u>required</u> to complete verification.









## Including Other People in the Household

## Skip to Section:

- Student Household Information
- Special Circumstances
- Student Income Information
- Submitting Forms
- Additional Information
- There may be other people in the household you live in. Only include them if <u>all</u> of the following criteria apply:
  - They <u>currently</u> live with you.
  - You are <u>currently</u> providing more than 50% of their financial support.
  - You will <u>continue</u> to provide more than 50% of their financial support <u>through June 30, 2023</u>.

### \*If you included "other people" in the household size section above, please note:

Other people could include, but are not limited to, your extended family, fiancé, etc. You may be asked to provide additional information by our office. By signing this form, you are verifying this person currently lives with you, you currently provide more than 50% support for this person, and you will continue to provide more than 50% support through June 30, 2023.

In order to claim more than 50% percent support of another individual, you must have adequate income to cover all related expenses. Support includes items such as money, food, clothing, shelter, public utilities, telephone, education, medical and dental care, gifts, payment of college costs, recreation and transportation, etc. You must compare the dollar value of the support provided by yourself to the total support the dependent received from all sources.







## Reviewing Special Circumstances

- Review the circumstances listed on this page.
  - If none of the circumstances apply, leave the boxes blank.

Special Income and Tax Circumstances	VERF23 Page  <b>4</b> Student ID:
Section/Page Instructions	
1. Student Name:	
<ol><li>Please review the following circumstances.</li></ol>	
3. Only check the 'Yes' box in the sections below for any that app	oly to you and/or your parent(s).
4. You will be contacted by our office if additional documentation	is needed.
Student: Only check a box if it applies to you	

- If a circumstance applies, check the box and include the requested documentation.
  Instructions for some common circumstances are linked here.
  - Amending Taxes
  - Marital Status Change
  - Victim of IRS-Related Identity Theft
- If a box is checked and no additional documentation is provided, the SFAO will follow up for additional information.

Note: All statements must include dates and have handwritten signatures.

- Student Household Information
- Special Circumstances
- Student Income Information
- Submitting Forms
- Additional Information



## Skip to Section:

- Student Household Information
- **Special Circumstances**
- Student Income Information
- **Submitting Forms**
- **Additional Information**

## If a student (or their spouse) amended their taxes, submit copies of the following documents with the verification forms:

- Copies of <u>all</u> 2020 income documents (W-2s, or a 2020 Wage and Income Transcript from the IRS)
- A <u>signed</u> copy of the 2020 Tax Return (IRS Form 1040) showing the <u>original</u> information, or a copy of the 2018 Tax Return Transcript from the IRS.
- A <u>signed</u> copy of a 2020 1040X with amounts on Line 1 and Line 8
  - More on submitting a 1040X for Verification
- Note: If the IRS Data Retrieval was used and the FAFSA indicates a student's taxes were amended, the Student Financial Aid Office will follow up for additional information.

## Amended Taxes Instructions

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## Skip to Section:

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- Student Income Information
- Submitting Forms
- Additional Information

# Amended Taxes Instructions, Continued:

• An IRS Form 1040X is generally submitted to correct the original information provided on an individual's tax return.

Department of the Treasury—Internal Revenue Service

Amended U.S. Individual Income Tax Return

> Use this revision to amend 2019 or later tax returns.

> Go to www.irs.gov/Form1040X for instructions and the latest information.

This return is for calendar year (enter year)

Your first name and middle initial

Last name

OMB No. 1545-0074

OMB No. 1545-0074

OMB No. 1545-0074

OMB No. 1545-0074

For verification purposes, there need to be amounts on Line 1 and Line 8 of the 1040X. The copy submitted to the office <u>must be</u> <u>signed</u>.

Adjusted gross income.

Subtract line 7 from line 6.

A. Original amount reported or as previously adjusted (see instructions)

B. Net change— amount of increase or (decrease)— explain in Part III

C. Correct amount

Sign Here

Your signature

Spouse's signature. If a joint return, both must sign.

Date

If there is an increase in credits on Line 7, we will need to know if any of those credits are education credits.

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7 Credits.

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## Skip to Section:

- Student Household Information
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- Student Income Information
- Submitting Forms
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# Marital Status Change Instructions

If a student's (or their spouse's) marital status has changed since <u>January 1, 2021</u>, complete the statement on the form:

Did your marital status shangs after January 1, 20212

			(month)	(year)
	Changed from:	to:	as of:	/
	If you checked "Yes" and if you are a IRS Income Tax Return, or you are your joint 2020 IRS Income Tax Ret	married to someone other t	han the individua	al included on
DIC	i your mantai status change alte	a January I, 2021?		□ Yes

- Submit a copy of supporting documentation of the marital status change (i.e. divorce decree, marriage or death certificate, separation agreement, etc.).
- Note: The SFAO may follow up for additional information to ensure verification is processed correctly.

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Back to Special Circumstances

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Back to Menu Victim of IRS-Related Tax Identity Theft Instructions

### Skip to Section:

- Student Household Information
- Special Circumstances
- Student Income Information
- Submitting Forms
- Additional Information

If a student or their spouse was a victim of IRS-related tax identity theft, please contact our office regarding the information you will need to submit along with the verification forms.

Back to Special Circumstances



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### Skip to Section:

- Student Household Information
- **Special Circumstances**
- Student Income Information
- **Submitting Forms**
- **Additional Information**

## Student Income and Tax Options

Choose a link to view the instructions for each option.

Use the IRS Data Retrieval Tool to update your FAFSA  $\square$  Option A\*: and skip the next page of this form.

IRS Data Retrieval Tool (Recommended Option)

□ Option B:

Complete the next page and include the required documents with this form.

- **Required Income Information**
- **Required Tax Information**

I Already Used the IRS Data Retrieval Tool

I Don't Know if I used the IRS Data Retrieval Tool

l Have a Student Amended Taxes Page

I Don't Have this Page



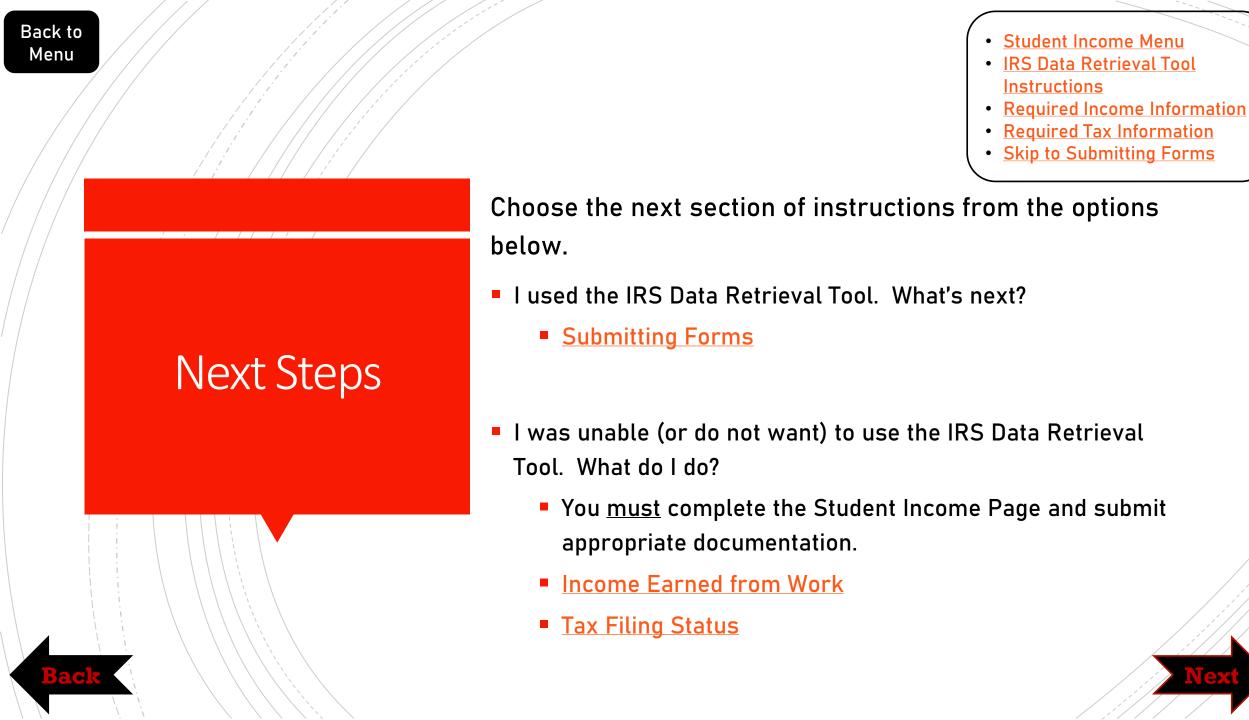


## IRS Data Retrieval Tool

- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

- Using the IRS Data Retrieval Tool is strongly encouraged!
  - Step-by-Step Instructions
  - The FAFSA will show "Transferred from the IRS" when the Data Retrieval Tool is successfully used.
  - You may not be able to see or change the information after it is transferred.
    - ☐ 2022-2023 FAFSA updated using the IRS Data Retrieval Tool
    - ☐ Date FAFSA signed and resubmitted: \_\_\_\_/\_\_\_/
- You must sign and resubmit the FAFSA!
  - Include the date you resubmitted your FAFSA on your verification form
- Note: If you successfully used the IRS Data Retrieval Tool prior to accessing your verification forms, this page will not be included.







## Student Income Earned from Work

• If you did not work in 2020, check the box that indicates you did not work and you earned \$0.

#### Student 2020 Income Section

- I did not work in 2020. My 2020 income earned from working was \$0, and any income from working I may have reported on my FAFSA is incorrect. OR
- ☐ I did work in 2020. Complete the following table and attach your 2020 income document(s)\* to this form.
- If you did work in 2020, check the second box and complete the table on the form.
  - List where you worked.
  - Include how much you earned from each employer.
  - Write the total amount you earned from working in 2020.

Employer Name(s) If more space is needed, provide a separate page with your (the student's) name and ID number at the top.	Copy of 2020 income document* attached?	Student's Amount Earned in 2020
1.		\$
2.		\$
3.		\$
How much did you (the student) earn from working		\$

Note: If you are married as of the date you filed the FAFSA, you must provide your spouse's information in order to complete verification. This information is required even if you were not married in 2020.

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Student Income Menu

IRS Data Retrieval Tool

Required Income Information

Required Tax InformationSkip to Submitting Forms

Instructions

I Don't Have this Page



If you or you spouse worked, submit <u>copies</u> of your 2020 Income documents.

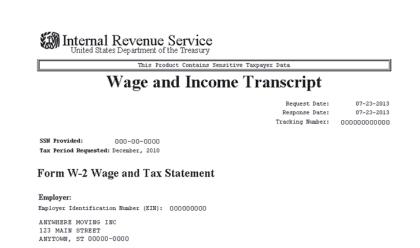
- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

- 2020 W-2s
- 2020 IRS Wage and Income Transcript

Requesting a Wage and Income Transcript

- If you are unable to provide this documentation, a separate form may be sent for you to explain why your income documents are unavailable.
- Remember: Information must be provided for you and your spouse if you are married as of the date you filed the FAFSA.

EIN) 11-2233444		1 10	ages, tips, other compensation	O For	deral income			
MACONIC TRANSPORT	b Employer identification number (EIN) 11-2233444							
ZIP code	3 S	ocial security wages \$50,000.00	4 Social security tax withheld \$3,100.00					
Big Employer 123 Easy Street					6 Medicare tax withheld \$725.00			
shington, DC 12345		7 S	ocial security tips	8 Allocated tips				
		9		10 De	pendent care	benefits		
e Employee's first name and initial Last name Suff.					12a			
Ima B. Tayonyar		13 🐇	tatutory Reference Third-party, replayed plan sick pay	12b	T.			
456 Main Street		14 Ot	her	12c	1			
				12d	į			
	C. 100 C.	7 State income tax				20 Locality nam		
	Big Employer 123 Easy Street shington, DC 12345  Last name  Ima B. Taxpayer 456 Main Street ladelphia, PA 12345  le er  16 State wages, tips, etc.	Big Employer 123 Easy Street shington, DC 12345  Last name Suff.  Ima B. Taxpayer 456 Main Street ladelphia, PA 12345  le er 16 State wages, tips, etc. 17 State incon	Big Employer   123 Easy Street   124 East name   125	S50,000.00   S Medicare wages and tips   S50,000.00   S Medicare wages and tips   S50,000.00   S Medicare wages and tips   S50,000.00   T Social security tips   S   S   S   S   S   S   S   S   S	Sig Employer   S	Summary		







## Student Tax Filing Status

 You <u>must</u> check the correct box to indicate your (and your spouse's) tax filing status in 2020.

A.	□ I will not file and am not required to file a 2020 IRS Income Tax Return.						
	☐ My spouse* will not file and is not required to file a 2020 IRS Income Tax Return.						
B.	□I have filed a 2020 IRS Income Tax Return (choose an option below).						
	□My spouse* has filed a 2020 IRS Income Tax Return (choose an option below).						

- Click here if you (or your spouse) did not file taxes in 2020
- If you filed taxes, you <u>must</u> submit copies of your 2020 Tax Information. Choose an option below to view instructions.
  - Option 1: 2020 Tax Return Transcript
  - Option 2: Signed 2020 Tax Return (IRS Form 1040)
- Remember: Information must be provided for you and your spouse if you were married as of the date you filed the FAFSA.





Student Income Menu

Instructions

IRS Data Retrieval Tool

Required Income Information
 Required Tax Information

• Skip to Submitting Forms



## Instructions for Non-Tax Filers:

- If you (or your spouse) <u>did not file</u> taxes, you <u>must</u> submit a copy of a Verification of Non-Filing Letter from the IRS. <u>Make sure to request a</u> letter for the 2020 Tax Year.
  - Step-by-Step Instructions
  - You may receive a letter stating "As of the date of this letter, we have no record of a processed tax-return for the tax period listed above. You may consider this letter a verification of non-filing."
  - You may also receive a document indicating 'No Record of Account' was filed.
- Either of the above documents may be submitted for verification.

I/ My spouse was unable to request a Letter.

- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms





- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

# Verification of Non-Filing by Mail

- If you (or your spouse) is unable to request a Verification of Non-Filing online, you may need to request one by mail completing an <u>IRS Form 4506-T</u>.
  - Instructions for Requesting IRS Documents by Mail
  - Check Box 7 and list 12/31/2020 as the Tax Period
  - Mail a copy of the form to the IRS and keep one for your records.
  - The IRS should mail back a Verification of Non-Filing Letter.
  - Submit a copy of this document to our office.
- If you do not receive a letter within 10 days after mailing your request, contact our office.



## **Student Taxes Option 1:**

☐ Option 1:

Attach a copy of your (and/or your spouse's\*) 2020 IRS Tax Return

**Transcript** 

- Submit a copy of your 2020 Tax Return Transcript.
- A Tax Return Transcript will show information from various schedules, if they were filed.
- Requesting a Tax Return Transcript

- Do not submit any of the following:
  - State Tax Returns.
  - •Tax information from a different tax year.



This Product Contains Sensitive Taxpayer Data

Request Date: 05-23-2020 Response Date: 05-23-2020 Tracking Number:

Student Income Menu

IRS Data Retrieval Tool

Required Income Information

Required Tax Information

Skip to Submitting Forms

Instructions

Tax Return Transcript

SSN Provided: Tax Period Ending:

The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

SPOUSE SSN:

NAME(S) SHOWN ON RETURN:

ADDRESS:







## **Student Taxes Option 2:**

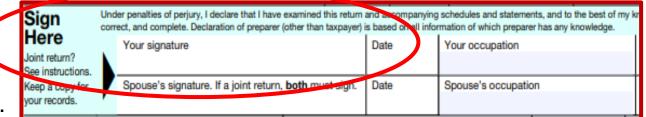
- □ Option 2: Attach a <u>signed copy</u> of your (and/or your spouse's\*) <u>2020</u> IRS Form 1040 tax return that was submitted to the IRS (<u>pages 1 and 2 only</u>), AND
  - Submit a <u>copy</u> of the first two pages of your 2020 Tax Return.

- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

§1040	Department of the Treasury—Internal Revenue Serv U.S. Individual Income Tax	ice (99) X Return 20 <b>2</b>	OMB No. 1545	-0074 RS Use Onl	v—Do not write or staple in this space.	m 1040 (2020)				Dave 2
	tatus Married filing jointly Married filing separately (vir.s) Head of household (HOH) Qualifying widow(er) (QW)				<ul><li>Qualifying widow(er) (QW)</li></ul>	16 17 18	7	Tax (see instructions). Check if any from Form(s): 1  8814       2  4972       3	16 17 18	Page Z
Your first name	and middle initial	Last name			Your social security number	19 20	9	Child tax credit or credit for other dependents	19 20	
If joint return, spouse's first name and middle initial Last name Spouse's social security nur		Spouse's social security number	21	1 /	Add lines 19 and 20	21				
Home address (number and street). If you have a P.O. box, see instructions.  Apt. no.  Presidential Election Campaign Check here if you, or your		23	3	Other taxes, including self-employment tax, from Schedule 2, line 10	23					
City, town, or post office. If you have a foreign address, also complete spaces below.  State  ZIP code  spouse if filing jointly, want \$3 to go to this fund. Checking a			_							

Remember: Your 2020 Tax Return must have your handwritten signature on it.

- Do not submit any of the following:
  - State Tax Returns.
  - •Tax information from a different tax year.







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> **SCHEDULE 1** (Form 1040) Department of the

#### Additional Income and Adjustments to Income

► Attach to Form 1040, 1040-SR, or 1040-NR. ► Go to www.irs.gov/Form1040 for instructions and the latest information.



Name(s) shown on Form 1040, 1040-SR, or 1040-NR

Your social security number

#### **Additional Income**

1	Taxable refunds, credits, or offsets of state and local income taxes	1	
2a	Alimony received	2a	
b	Date of original divorce or separation agreement (see instructions) ▶		
3	Business income or (loss). Attach Schedule C	3	

**SCHEDULE 2** (Form 1040)

Department of the Treasury Internal Revenue Service

#### **Additional Taxes**

► Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

Name(s) shown on Form 1040, 1040-SR, or 1040-NR

Your social security number

#### Part I Tax

Excess advance premium tax credit repayment. Attach Form 8962 . . . . . .

**SCHEDULE 3** (Form 1040)

> Department of the Treasury Internal Revenue Service

### **Additional Credits and Payments**

► Attach to Form 1040, 1040-SR, or 1040-NR.

▶ Go to www.irs.gov/Form1040 for instructions and the latest information.

Name(s) shown on Form 1040, 1040-SR, or 1040-NR

#### Your social security number

#### Nonrefundable Credits

	Foreign tax credit. Attach Form 1116 if required	1	
2	Credit for child and dependent care expenses. Attach Form 2441	2	
	Education credits from Form 8863, line 19		l .



- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

## Student Taxes Option 2, **Continued:**

If you filed a Schedule 1, 2, or 3 with your IRS Form 1040, you must also submit a copy of those schedules with your verification forms.







## Student Amended Taxes Instructions

- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms
- If the IRS Data Retrieval was used and the FAFSA indicates a student's taxes were amended, a special page will display on your verification form.
  - Check the correct box to indicate who amended the taxes.
  - Answer questions A, B, and C on the second half of the form.
  - Submit copies of the documents required based on who amended the taxes.

W	Who amended your 2020 Federal Tax Return?		
	I did not amend my 2020 taxes, the IRS amended them for me.		
ш	☐ Attach a copy of your 2020 IRS Tax Account Transcript.		
	<ul> <li>Instructions for requesting a Tax Account Transcript can be found here: https://louisville.edu/financialaid/verification/irs-tax-transcript.</li> </ul>		
	<ul> <li>Please note that you will need to select <u>Tax Account Transcript</u> as the document you request.</li> </ul>		
	I amended my 2020 taxes.		
	☐ Attach <u>copies</u> of all <u>2020</u> income documents* for each source of <u>employment</u> income		
	☐ Attach a <u>signed copy</u> of your <u>2020 IRS Form 1040X</u> . Ensure there are amounts on Line 1 and Line 8 of the 1040X. The amount from the original return should be in Column A and the amount after amending should be in Column C.		

Back to Menu

- Student Income Menu
- IRS Data Retrieval Tool Instructions
- Required Income Information
- Required Tax Information
- Skip to Submitting Forms

Submitting a 1040-X

 An IRS Form 1040X is generally submitted to correct the original information provided on an individual's tax return.

<b>1040-X</b> (Rev. July 2021)	▶ Use t	U.S. Indiv	easury—Internal Revenue Service  vidual Income Tax Return amend 2019 or later tax returns.  for instructions and the latest information		ОМ	B No. 1545-007	4
This return is for cal	endar year (enter year)	or fisc	cal year (enter month and year ended)				
Your first name and middle	initial	Las	st name	Your social	securit	y number	

For verification purposes, there need to be amounts on Line 1 and Line 8 of the 1040X. The copy submitted to the office must be

A. Original amount reported or as previously adjusted (see instructions)

Adjusted gross income.

Subtract line 7 from line 6.

Sign Here

Your signature

Spouse's signature. If a joint return, both must sign.

Date

If there is an increase in credits on Line 7, we will need to know if any of those credits are education credits.

7 Credits	7
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## Signing and Submitting Your Forms

Signatures must be handwritten!

## Signatures: This section must be completed.

Sign and date this form with a <a href="https://nandwritten.com/handwritten.co

**Certification and Signature:** I certify that all the information on this form, and any attached documentation, is true and complete to the best of my knowledge. I understand that if I purposely give false or misleading information, I may be fined up to \$20,000, sent to prison, or both.

Student's Signature: Da	ate:	Phone:	
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 Cursive fonts, typed names, and electronic signatures will not be accepted.

- Student Household Information
- Special Circumstances
- Student Income Information
- Submitting Forms
- Additional Information







## Do not submit any forms, statements, or attached documents by email.

Please return your <u>signed</u> form and, if applicable, all requested documentation to the UofL Student Financial Aid Office using one of the options below:				
The form must be printed then signed with a handwritten signature(s) before submitting.				
ULink Financial Aid Document Upload Option:	Log into your student <b>ULink</b> account at <a href="http://ulink.louisville.edu/">http://ulink.louisville.edu/</a> , open your 'Financial Aid' Tile and select the 'Financial Aid Document Upload' menu. For additional information, please visit: <a href="https://louisville.edu/financialaid/other-information/financial-document-upload">https://louisville.edu/financialaid/other-information/financial-document-upload</a>			
Mail or In Person Options:	Student Financial Aid Office, Houchens Building Room 110 University of Louisville Louisville, KY 40292			
Fax Number Option:	502.852.0182			

## **Document Upload Instructions**

- Do not submit forms to any other office.
- Submit your forms and required documents as soon as possible.
- Incomplete forms will delay the verification and awarding processes:
  - Missing documents (W-2s, Tax Returns, statements, etc.)
  - Incomplete documents (i.e. Tax Returns and statements without handwritten signatures, unanswered questions on the verification form, etc.)

- Student Household Information
- **Special Circumstances**
- **Student Income Information**
- **Submitting Forms**
- **Additional Information**





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- Dependent Student Menu
- Independent Student Menu

# Requests for Additional Information

- Additional documents may be requested for the following reasons:
  - Confirming tax items required to be verified by the Department of Education.
  - Resolving potential conflicting information between your verification form and your FAFSA.
- Examples include, but are not limited to:
  - Verifying which parent(s) should be reported on the FAFSA.
  - Determining the correct marital status (and household size, if applicable).
  - Verifying the amount of Scholarship or Grant aid included in the Adjusted Gross Income (as reported on the FAFSA).

- Additional Information
- Income and TaxResources
- Contacting the Office
- Tips to Remember



- Module Menu
- Dependent Student Menu
- Independent Student Menu

# Resources for Income and Tax Documents

- Instructions for using the IRS Data Retrieval Tool
- Instructions for Requesting IRS Documents:
  - Wage and Income Transcript
  - Tax Return Transcript
  - Verification of Non-Filing Letter
  - Requesting IRS Documents by Mail

- Additional Information
- Income and TaxResources
- Contacting the Office
- Tips to Remember





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- Dependent Student Menu
- Independent Student Menu

## Contacting the Office

- If you need additional assistance or have questions, please feel free to contact our office.
  - Email finaid@louisville.edu
    - Do not submit any verification documents through email.
  - Call: (502) 852-5511
  - Contact us
- The Student Financial Aid Office is located in the Houchens Building (Suite 110) on UofL's Belknap Campus.
  - Office Hours and Directions

- Additional Information
- Income and TaxResources
- Contacting the Office
- Tips to Remember





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- Dependent Student Menu
- Independent Student Menu

# Additional Office Information

## Document Upload Instructions

- Fax: 502-852-0182
  - We recommend calling our office at 502-852-5511 about 15 minutes after faxing to check if we received your documents.
- Mailing Address:

Student Financial Aid Office

University of Louisville

Louisville, KY 40292

- Additional Information
- Income and TaxResources
- Contacting the Office
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- Module Menu
- Dependent Student Menu
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## T. I. P. S. to Remember

## Skip to Section:

- Additional Information
- Income and TaxResources
- Contacting the Office
- Tips to Remember

## Be TIMELY

Submit your verification and all required documents as soon as you can

### Be INVOLVED

- Be aware of any balances, holds, or other action items pertaining to your account at UofL.
- Although it may not seem like it, verification is only one part of the financial aid process.

### Verification is a PROCESS

- Verification takes time. Remember to submit additional documents and respond to requests from the SFAO as soon as possible.
- Multiple follow-ups due to missing or incomplete information delay processing.
- Quick responses to clarify the information submitted ensure the SFAO can process your verification correctly.

## Focus on SOLUTIONS:

- The SFAO's goal is to help you explore your financial aid options.
- We are here to help! Contact us if you have questions.

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- Module Menu
- Dependent Student Menu
- Independent Student Menu

## A Few More Tips

- Monitor your UofL email and ULINK accounts for updates:
  - Additional information may be requested by email.
  - Additional items may appear on your Tasks List.
  - All information the SFAO requests <u>must</u> be submitted before verification can be processed!
- Remember to include <u>handwritten signatures</u> on all documents.
- Review your Tasks List for any additional items that may need to be completed.
- Contact us if you have questions or need assistance!

- Additional Information
- Income and TaxResources
- Contacting the Office
- Tips to Remember





## Other Resources

This is the end of the 2022-2023 Verification Interactive Module. Feel free to use any of the resources below for additional information.

Verification FAQ

UofL's Verification Web Resources

UofL's Student Financial Aid Homepage



Student Financial Aid Office University of Louisville Louisville, KY 40292