

## 2021-2022 VERIFICATION INFORMATION

### WHAT IS VERIFICATION?

Verification is a review process in which the BRCTC Financial Aid Office determines the accuracy of various data elements reported by students on the Free Application for Federal Student Aid (FAFSA). The US Department of Education selects approximately 30% of all aid applicants nationwide for verification.

### HOW LONG WILL VERIFICATION TAKE?

Verification may take up to four weeks AFTER all required documentation is received by the Financial Aid Office. We **CANNOT** complete the verification process until we receive complete documentation. You will not be awarded federal, state, or institutional financial aid until all required information is received and processed by the Financial Aid Office and your financial aid file is complete.

### HOW DO I KNOW IF I AM SELECTED FOR VERIFICATION?

If you are selected for Verification, the requirements will show on your BRIDGE account. Log into BRIDGE, click on Financial Aid > Eligibility > Student Requirements, select the aid year (2021-2022), then submit. By clicking on the highlighted links, you will be directed to the forms to print. You will also be notified by email.

### WHAT SHOULD I DO IF MY APPLICATION IS SELECTED FOR VERIFICATION?

You must complete and submit the following documentation to the BRCTC Financial Aid office. Once you submit verification documents, please do not make any corrections to your FAFSA, unless instructed to do so by the Financial Aid office.

#### Dependent Students

- Submit the 2021-2022 Verification Worksheet signed by both student and parent
- Submit 2019 tax information (applicable for most verification statuses – refer to your Verification Worksheet to see if this applies to you)
- May be required to submit 2019 W-2's for student and parent(s)

#### Independent Students

- Submit the signed 2021-2022 Verification Worksheet
- Submit 2019 tax information (applicable for most verification statuses – refer to your Verification Worksheet to see if this applies to you)
- May be required to submit 2019 W-2's for student and spouse (if applicable)

*Submit **all** required documents promptly.*

### HOW CAN I AVOID DELAYS?

- Fill out the Verification Worksheet completely.
- Make sure all documents are attached and legible and signed by the appropriate parties.
- Respond to any request for additional information promptly (may be requested via phone, email or text).

*(Continued on reverse)*

## WHAT HAPPENS WITH THE INFORMATION I SUBMIT?

After the student submits the Verification Worksheet with required documentation such as 2018 tax information and 2019 W-2's, the information is compared to the information you provided on your 2021-2022 FAFSA. The Financial Aid Office will make changes (if necessary) to your FAFSA and submit those changes to the U.S. Department of Education. You will be notified of the changes made to your FAFSA data. The Financial Aid Office may require additional information to complete the verification process. If additional information is needed, you will be contacted by phone, your BRCTC email, mail, or text.

## HOW DO I TRANSFER MY IRS INFORMATION TO MY FAFSA?

1. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to login to the student's record under "Returning User". Then select "Make FAFSA Corrections."
2. Navigate to the Financial Information section of the FAFSA.
3. If you are eligible to use the IRS Data Retrieval Tool, click on "Link to IRS."
4. You will be redirected to the IRS website.
5. You will need to confirm your information and enter your address exactly as it was entered on your 2019 taxes. After clicking "Submit," you will need click to "Transfer My Tax Information into the FAFSA" and then "Transfer Now."
6. You will be redirected back to the Financial Information section of the FAFSA. You will see all answers in bold "Transferred from the IRS" for each entry that was successfully transferred.
7. Proceed through the remaining steps and electronically sign and submit your FAFSA. Dependent students will need a parent to also electronically sign. You are not finished until you have successfully submitted your FAFSA and received a confirmation number.

## WHAT IF I CANNOT USE THE IRS DATA RETRIEVAL TOOL?

There may be times when a student and/or parent cannot use the IRS Data Retrieval Tool. If the IRS data cannot be transferred, a student, parent, or spouse can submit an IRS Tax Return Transcript.

1. Go to [www.irs.gov](http://www.irs.gov) and click on "Get My Tax Record." Make sure to request the 2019 "IRS Tax Return Transcript" or
2. Call 1-800-908-9946 and follow the voice prompts, or
3. Mail the IRS Form 4506-T (or Form 4506-T-EZ), Request for Transcript of Tax Return.

## WHAT IF I DID NOT FILE AN INCOME TAX RETURN?

If you, your spouse and/or parent/stepparent are not required by the IRS to file an income tax return and you had earned income in 2019, the individual must submit copies of all 2019 W-2's. If you have questions regarding your filing status, refer to "Who Must File" in *Publication 501, Exemptions, Standard Deduction, and Filing Information* at [www.irs.gov](http://www.irs.gov). You will also need to submit a Verification of Non-Filing from 2019 to validate this information. You can obtain this form by either going to [www.irs.gov](http://www.irs.gov) and clicking on "Get a tax transcript" using the online method or by completing the IRS Form 4506-T, Request for Transcript of Tax Return.

## WHAT IF I DID NOT EARN ANY INCOME IN 2017?

If you, your spouse and/or parent/stepparent did not earn any income in 2019, the appropriate individual must indicate this status on the Verification Worksheet. You must also submit a Verification of Non-Filing from 2019 to validate this information if you are an independent student. You can obtain a Verification of Non-Filing by either going to [www.irs.gov](http://www.irs.gov) and clicking on "Get My Tax Record" using the online method or by completing IRS Form 4506-T, Request for Transcript of Tax Return.

## DO I NEED TO SUBMIT W-2 FORMS?

Not every student, spouse, or parent is required to submit W-2's. Please refer to your Verification Worksheet and Student Requirements on BRIDGE.

## WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT THE VERIFICATION PROCESS?

Please contact the Financial Aid Office at (304) 260-4380 or [finaid@blueridgectc.edu](mailto:finaid@blueridgectc.edu). You may also check the items by logging into BRIDGE. Click on Financial Aid > Eligibility > Student Requirements, select the aid year (2021-2022), then submit. Here you will be able to see if you have any outstanding requirements.