

## What Is Verification?

**Verification** is a Federally mandated process to *confirm* that the information on the FAFSA is *correct*.

### I was selected for Verification. Now what do I need to do?

- 1) You will receive an email from the Financial Aid office notifying you of the Verification selection
- 2) Log into Net Partner to review documents you will need to submit
  - <http://aid.mlc-wels.edu/>
  - Log in with your **Social Security Number** (no dashes) and **Password**
  - Haven't set up your account? Select **First Time User**
- 3) Click on **Documents** tab
  - Print off required forms, complete, **sign**, and submit to our office
  - *A parent signature is required on documentation for dependent students*
    - Submit documents through a secure upload process:  
<https://mlc.leapfile.net/fts/drop/custom/Index.jsp>
- 4) Once we process the documents, the status will be updated to **Received**
- 5) Once verification has been completed, you will receive notification of your **financial aid award**
  - Log into Net Partner
  - Click on **Awards** tab
- 6) **Contact the MLC financial aid office at 507.233.9154 with any questions!**

What elements on the FAFSA are reviewed?

- \*Adjusted Gross Income
- \*Taxes Paid
- \*Income Earned from Work (non-tax filers)
- \*Household Size
- \*Number in College (excluding parents)
- \*Receipt of Food Stamps
- \*Child Support Paid
- \*Any Other Conflicting Information

What information is used to verify this information?

- \* Prior-prior Year Tax Transcript or use of IRS Data Retrieval Tool
- \* Verification Worksheet
- \*W-2 copies
- \*Documentation of Food Stamps/SNAP Benefits
- \* Statement of Child Support Paid
- \*Other Documentation as Requested

## Verifying Tax Information

The IRS Data Retrieval Tool (DRT) through FAFSA is the **quickest** and **most efficient** method to verify your tax information. But the government does provide two options for verifying tax information:

- 1) If you already completed the FAFSA by copying your tax information from your tax return, you can still use the **Data Retrieval Tool (DRT)** through the FAFSA following the steps below:
  - Go to [www.fafsa.gov](http://www.fafsa.gov) and under **Returning User?** Select **Login**
  - Enter student's information
  - Select **Correction** for 2019-2020
  - Link to IRS
  - See *Data Retrieval Tool instructions on the FAQ page:* [mlc-wels.edu/financial-aid/faq](http://mlc-wels.edu/financial-aid/faq)
- 2) If you **cannot use the DRT** (married filing separate tax status) or **do not wish to use the DRT**, a **Tax Return Transcript** is required to verify specific income information:
  - Request a copy of the Tax Return Transcript online:  
<https://www.irs.gov/individuals/get-transcript-beta>
  - Request a copy of the Tax Return Transcript by phone: 1.800.908.9946
  - Submit the complete Tax Return Transcript to us at:  
<https://mlc.leapfile.net/fts/drop/custom/Index.jsp>

Contact our office if you have any questions: 507.233.9154

### Verification Tips

- You are not alone! Over **30%** of FAFSA filers are selected for Verification
- The Verification process **must** be completed before any financial aid can be awarded
- Students selected for Verification are notified by email and will need to **submit documentation** to the Financial Aid Office
- Complete all requested **forms in full** ("0" when the answer is none)
- Be sure all required **signatures** have been provided
- Submit any **additional documentation** requested

### IMPORTANT NOTE for Ministers of the Gospel:

Not all of the information we are required to review is on the Tax Transcript (or imported through the Data Retrieval Tool).

There are additional forms we will need:

- **Signed copy of the 1040 Federal Tax Form**
- **All Schedules for Form 1040**
- **FAFSA Housing Allowance Worksheet** (from Net Partner)