

THE UNIVERSITY OF ALABAMA

Student Financial Aid

2016-2017 Verification
Independent Student Verification

Your 2016-17 *Free Application for Federal Student Aid* (FAFSA) was selected for verification. This verification process compares the information you submitted on your FAFSA with the information we are requesting on this form. If the information received results in a correction, you will receive a new Student Aid Report. To continue the processing of your federal financial aid, you must complete and return all requested documentation. You will not be awarded federal financial aid until all requested information has been submitted and processed.

Student Last Name First Name M.I.

Campus Wide Identification Number (CWID) Date of Birth

Phone Number (include area code) Alternate or Cell Phone Number

SECTION 1 HOUSEHOLD INFORMATION

List **ALL** of the members in your household in the table below. Include:

- Yourself;
- Spouse, if you have one;
- Your children, if you will provide more than half of their support from July 1, 2016 through June 30, 2017;
- Other individuals, who now live with you AND you provide more than half of their support AND will continue provide more than half of their support from July 1, 2016 through June 30, 2017.

Write the name of the college for your household members who will be attending college at least half-time between July 1, 2016 and June 30, 2017 and will be enrolled in a degree or certificate program.

Name	Age	Relationship	College
		Self	University of Alabama

SECTION 2 TAX FILER INFORMATION

You must submit a copy of your and/or your spouse **2015 IRS TAX RETURN TRANSCRIPT** and W-2's from **EACH employer**, if you and/or your spouse filed a **2015 IRS income tax return**. See attached instructions for additional information on the IRS Tax Return Transcript request process.

IRS Tax Return Transcript Request Process

Tax filers can request an IRS Tax Return Transcript of their 2015 IRS tax return information free of charge.

When requesting a tax transcript, tax filers will need to provide their Social Security Number (SSN), date of birth, street address, and zip code that is listed on the latest tax return filed with the IRS. However, if an address change was made with the IRS or the US Postal Service, the IRS may have the updated address on file. If this is the case, use the updated address. When requesting a transcript using the online or telephone request for a joint tax return, use the primary tax filer's information (e.g., SSN).

Online Request

- Available on the IRS Web site at www.irs.gov.
- Under the **Tools** section of the homepage click "Get a Tax Transcript".
- Click "Get Transcript by MAIL".
- Acknowledge the disclosure pop up box that appears by clicking "OK".
- Complete the required fields (SSN, Date of Birth etc.) and click "Continue".
- Follow the prompts to request a transcript.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their request, within 5 to 10 business days from the time the on-line request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with IRS.

Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select the option to request an IRS Tax Return Transcript and then enter the year you are requesting.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.

Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used when requesting an IRS Tax Return Transcript.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
- Complete lines 1 – 4, following the instructions on Page 2 of the form.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.
****Do not list The University of Alabama as a third party to receive the Tax Transcript. It will be difficult for the Student Financial Aid Office to match a parent's incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.*
- On Line 6, enter "**2015**" to receive tax information for the 2015 tax year.
- The tax filer must sign and date the form and enter their telephone number. When requesting a transcript using the paper process, either spouse may submit the request and only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on Page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their IRS Tax Return Transcript within 10 business days from the time the IRS receives and processes the signed request.
- For Fiscal Year Tax Filers use the IRS Form 4506-T <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

NOTE: If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.