



FINANCIAL AID OFFICE TIFFIN UNIVERSITY

Phone: 419.448.3279
Email: finaid@tiffin.edu
Fax: 419.443.5025
tiffin.edu/finaid

2021-2022 FAFSA VERIFICATION INFORMATION

YOU WERE SELECTED FOR VERIFICATION

What does “selected for verification” mean?

Verification is the process of checking the FAFSA accuracy of the information provided when applying for federal student aid from the Department of Education. In the verification process, the Financial Aid Office compares information reported on the FAFSA application with your federal tax returns and other requested documentation.

A student can be selected for verification in one of four ways:

- Through a random process established by the Department of Education (30 percent of applicants are routinely selected for verification)
- By the Department of Education if there appears to be inconsistent or conflicting information reported on the FAFSA
- By the school if there appears to be conflicting information
- If the student requests a special circumstances review

WHAT ARE THE NEXT STEPS FOR VERIFICATION?

1. Complete **all** sections of the verification worksheet.
2. If you are a dependent, submit your parent's 2019 federal tax return transcript or your parent's 2019 federal tax return - signed by your parent, unless the IRS Data Retrieval was used when completing the FAFSA.
3. If the parent was unemployed and had no income earned from work in 2019, the parent must obtain a "Verification of Non-filing Letter," which must be requested by completing an IRS form called 4506T.
4. Submit student's 2019 federal tax return transcript or 2019 federal tax return - signed by student, if one was filed. If the student was unemployed and had no income earned from work in 2019, the student must submit a "Verification of Non-filing Letter" which must be by completing an IRS form called 4506T. The Verification of Non-filing Letter is NOT required for dependent students.
5. Items can be sent by mail, faxed to 419.443.5025 or emailed to finaid@tiffin.edu or uploaded through the financial aid portal at <https://finaid.tiffin.edu>.

**Faxed or copied documents are acceptable with the exception of notarized documents.*

**To obtain a copy of your tax return transcript or Verification of Non-filing Letter please go to irs.gov*

If you have questions about filling out the Verification Worksheet, please contact our Financial Aid Office.

**Please note: Based on the results of verification your financial aid award may change. If your financial aid award changes you will be sent a revised award notification.*