

Questions Asked by Attendee	Answers	Question Category
Making work pay is not a credit on the 2011 1040 form. I have a copy of the form to view. Jamie Malone of ED verified that it is NOT required as a verification item for 2012-13.	Link to the IRS regarding the making work pay credit http://www.irs.gov/newsroom/article/0,,id=204447,00.html	Basics
We are a Grad school. Will we need to verify students selected for verification if they are not receiving Perkins or FWS? If a student is receiving Perkins or FWS and were not selected for verification, are we required to verify them even if not selected?	The rules of verification apply to graduate schools in the same way that they apply to undergraduate or two-year schools. Therefore, verification isn't required if the student will only receive a Grad PLUS loan, an unsubsidized Stafford Loan, or a TEACH Grant. Yet a student can't avoid verification by choosing to borrow an unsubsidized loan instead of a subsidized loan. If the student tries to do this, the school is to continue with verification.	Basics
When does the verification policies and procedures have to be updated for 2012-2013 academic year?	As soon as possible because your institution should have policies and procedures in place that the staff follows. An institution that lacks written policy and procedures has a greater likelihood of discrepancies in handling financial aid processes.	Basics
Can a school decide not to disburse on extension filers?	The rule for extension filers is that at the time of verification, the necessary tax returns should have been filed and must be used for verification. If a return hasn't been filed by then and a filing extension was granted by the IRS, the school shall accept as alternative documentation copies of the W-2 forms, and, as proof that the IRS has granted a filing extension, either a copy of IRS Form 4868—Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (automatically grants the taxpayer a six-month extension beyond the April 15 deadline) or a copy of the IRS approval of an extension beyond the automatic six-month extension. In addition, the student must submit a copy of the tax returns when filed. When you receive the completed tax returns, you may use them to re-verify the required data. A student who fails to submit a copy of the filed tax return or alternative documents before the deadline for verification is ineligible for FSA funds and is required to repay any aid disbursed.	Basics
When will students be able to submit FAFSA on the Web for 2012-2013?	The 2012-2013 FAFSA became available January 1, 2012 on www.fafsa.gov .	Basics
Can a school elect to conduct its own verification on certain items even if ISIR is not selected?	A school must verify any information that it has reason to believe is incorrect or discrepant. Students with these applications are considered to be selected for verification by the school even though it may not be verifying the same data as for CPS-selected applications. The school may also select additional applications for verification beyond those required, and in these cases the school decides which items to verify: it can choose any that must be verified on CPS-selected applications, or it can choose different items.	Basics
Please cite most common verification pitfalls for 2012-2013.	Any item on the FAFSA may be verified: Number in household, Number in college, Food stamps (SNAP), Child support paid, Tax filers AGI, taxes paid, untaxed IRA distributions, untaxed pensions, education credits, IRA deductions and tax exempt interest, and Non-tax filers income from work. All changes and corrections to applicant's FAFSA information must be processed. Then all changes must be reported if any single data item changes by more than the tolerance of \$25.	Basics

<p>If a student had a change in marital status after selected for verification, how does not affect the verification process?</p>	<p>A financial aid administrator (FAA) may change an applicant's marital status without regard to whether the applicant's application has been selected for verification. However, the change in marital status can only be made if the change would result in a change in the applicant's dependency status for the award year. The FAA may use discretion to update an applicant's marital status on a case-by-case basis and must document the reason for the decision.</p> <p>When an applicant updates marital status, the Department's Central Processing System (CPS) will apply Reject 21 to the resulting transaction. If the FAA agrees to accept the applicant's marital status change, the FAA may use FAA Access to CPS Online to enter an FAA-only reject override that will result in a new transaction with a corrected EFC.</p> <p>When an allowable change in an applicant's marital status is made all other FAFSA information that relate to the new marital status and the new dependency status must be updated. For example, if a dependent applicant's marital status is changed to married, the applicant's spouse must be included in the applicant's household size and the spouse's financial information must be included in the updated income, tax, and assets fields.</p> <p>For an applicant who was independent only because the applicant was married when the FAFSA was first completed, if the institution changes the applicant's marital status to unmarried, making the applicant dependent, the FAFSA must be updated with parental information. (Section 668.55(c))</p>	<p>Basics</p>
<p>I would like to have any other information that you have on verification that you can email me so I can have it for my office. I will be training on 2/6 on the Verification changes.</p>	<p>NPRM: June 18, 2010-http://edocket.access.gpo.gov/2010/pdf/2010-14107.pdf Final regulations: October 29, 2010-http://edocket.access.gpo.gov/2010/pdf/2010-26531.pdf Technical corrections: April 14, 2011- http://www.federalregister.gov/articles/search?conditions%5bagency_ids%5d%5b%5d=126&conditions%5btype%5d=RULE&order=newest Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf Dear Colleague letters: GEN-11-03, February 23, 2011-http://www.ifap.ed.gov/dpcletters/GEN1103.html GEN-11-13, July 13, 2011-http://www.ifap.ed.gov/dpcletters/GEN1113.html FSATech listserv-http://www2.ed.gov/offices/OSFAP/services/fsatechsubscribe.html</p>	<p>Basics</p>
<p>The gentleman is incorrect - a person selected for verification who submits information but is only getting PLUS or unsub you must resolve the conflicting documentation issue - it doesn't matter if he is selected or not.</p>	<p>You may have missed the two discussions we had about verification and resolving conflicts during the webinar. Verification is one of the many flags on the ISIR and, thus, is only a piece of the resolving conflicts before awarding aid process. As stated, verification is about fixing issues that affect need-based aid and must completed before awarding need-based aid. However, unsubsidized Stafford and PLUS loans are not need-based aid, therefore, schools can originate, certify, and disburse these loans regardless of a student's verification status. On the other hand, all conflicts regardless of the type of aid must be resolved to ensure that the aid is being properly awarded to the correct borrower based on the correct information.</p>	<p>Basics</p>

<p>If we as Financial Aid Officers submit the FAFSA through CPS, what are the chances to be selected for verification?</p>	<p>Verification is not determined by the software method schools use to import FAFSA information. Verification is data based statistical analysis that identifies applicants with a high probability of errors. GEN-11-13, July 13, 2011-http://www.ifap.ed.gov/dpclatters/GEN1113.html</p>	<p>Basics</p>
<p>Isn't the new requirement for required corrections specifically for those who are eligible for need-based aid? I thought the final rules said that corrections were 'encouraged' for non-need based recipients, but not required.</p>	<p>Correct. Schools can originate, certify, and disburse unsubsidized Stafford and PLUS loans regardless of a student's verification status, but are encouraged to complete verification for students that receive only non-need-based aid.</p>	<p>Basics</p>
<p>I believe that the Federal Student Aid Handbook specifically expresses that a school cannot bypass verification if the student is eligible for need-based aid and award them unsub just so that verification doesn't has to be completed by the student.</p>	<p>Correct. Unsub aid is excluded from verification, but an award of unsub aid is not supposed to occur just to bypass verification. See answer to question #5.</p>	<p>Basics</p>
<p>So if a student has not completed verification we may offer unsub loan and bypass the verification process?</p>	<p>No. Unsub aid is excluded from verification, but an award of unsub aid is not supposed to occur just to bypass verification. See answer to question #5.</p>	<p>Basics</p>
<p>Page 3 says all corrections must be made but on page 9 it says there is a \$25 tolerance...which is correct?</p>	<p>If the net difference between the uncorrected total and the corrected total falls within the tolerance, then the school can award aid based on what was originally reported without requiring corrections or recalculation of the EFC.</p>	<p>Basics</p>
<p>If a student is using only unsub (no sub/Pell) and gets selected,; they are still required to go thru verification?</p>	<p>Verification is about awarding need-based aid, therefore, schools can originate, certify, and disburse unsub loans, regardless of a student's verification status. However, the school is encouraged to complete verification even for students that receive only non-need-based aid and clear all other conflict flags before awarding aid to ensure that the aid is being awarded to the correct borrower based on the correct information.</p>	<p>Basics</p>
<p>Which is more convenient for a school that students do the FAFSA online or manually and submitted through CPS by a Financial Aid Officer?</p>	<p>USDE recommends that students complete the FAFSA online http://www.fafsa.ed.gov/options.htm</p>	<p>Basics</p>
<p>If a student does not respond to verification, can we cancel the need-based subsidized loan and add an additional unsubsidized loan to a students financial aid package?</p>	<p>No. Unsub aid is excluded from verification, but an award of unsub aid is not supposed to occur just to bypass verification.</p>	<p>Basics</p>
<p>If a student has unsub Stafford and a PLUS loan but is chosen for verification and submits documentation- should a school continue to verify the student? or can we not verify that student?</p>	<p>ED has encouraged schools to verify all students chosen for verification, even if the student is only receiving unsub aid, so a school should continue to verify the student in your example.</p>	<p>Basics</p>
<p>The tolerance is \$25 per item?</p>	<p>Correct. However, if, as a result of verification, any single data item changes by \$25 or more the school MUST submit the changes to the CPS for all of the data items that changed, not just the one(s) that exceeded the tolerance.</p>	<p>Basics</p>
<p>What is the deadline to receive a corrected ISIR on an interim disbursement?</p>	<p>Each year ED publishes a deadline for Pell applicant selected for verification to complete the process (this serves as the same deadline for Campus-based and Stafford loan applicants) and for purposes of keeping an interim disbursement, it must be complete by the deadline or 120 days after the last day of the student's enrollment, whichever is earlier.</p>	<p>Basics</p>

<p>All tax filers that file as head of household cannot use the DRT? or just married, filing head of household?</p>	<p>According to the Summary of Changes for the Application Processing System 2012-2013, page 5, the IRS Data Retrieval Tool the filtering question "My tax filing status is head of household" will only be displayed if the applicant states that they are married on the FAFSA. http://ifap.ed.gov/sumchngsappsys/110411ChangesAppProcessSysGuide1213.html</p>	<p>Basics</p>
<p>If the student tells the school of a different living arrangement than what was previously reported on the FAFSA, must the change be made on the ISIR or can the plan (COA) be done on the corrected living</p>	<p>The general rule for living arrangements is that evaluation of the living arrangements of a student may be based on a documented interview with the student if there is no written documentation available.</p>	<p>Basics</p>
<p>You indicated that we were to verify child support paid. What about child support received? Do we verify that?</p>	<p>Per DE's annual notice in the Federal Register dated July 13, 2011, only child support paid and not child support received is listed as FAFSA information that may be selected by DE for verification. Questions 44c and 92c on the FAFSA ask about child support received. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>Child support</p>
<p>Wouldn't child support received be untaxed income and should be reported on the worksheet?</p>	<p>Per DE's annual notice in the Federal Register dated July 13, 2011, only child support paid and not child support received is listed as FAFSA information that may be selected by DE for verification. Questions 44c and 92c on the FAFSA ask about child support received. Unless your institution opts to require verification of child support received, it does not need to be verified. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>Child support</p>
<p>How do we verify child support received?</p>	<p>The institution will make that determination based on if the applicant has answered questions 44c and 92c on the FAFSA.</p>	<p>Child support</p>
<p>if child support is being garnished from the students wages...who should the student list as the recipient? the state? or the physical person with the children?</p>	<p>Per DE's annual notice in the Federal Register dated July 13, 2011, acceptable documentation to verify child support paid is a signed statement by the applicant or parent or spouse who pays the child support that lists the amount of child support paid, the name of the person to whom child support was paid and the name of the children for whom child support was paid. Though the child support may be obtained through garnishment, the child support still goes to an individual. This information also may be provided in a signed verification worksheet. An institution may elect to require additional documentation to verify this information. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>Child support</p>

<p>Should the presentation state acceptable supplemental information instead of inaccurate information in regard to child support paid?</p>	<p>Information contained in the presentation was accurate, to the best of our knowledge, at the time of the presentation. Per DE's annual notice in the Federal Register dated July 13, 2011, acceptable documentation to verify child support paid is a signed statement by the applicant or parent or spouse who pays the child support that lists the amount of child support paid, the name of the person to whom child support was paid and the name of the children for whom child support was paid. This information also may be provided in a signed verification worksheet. An institution may elect to require additional documentation to verify this information. We recognize that verification is a complex process and that participants may have misunderstood information during the webinar. However, if there is new guidance not covered in the webinar, please let us know so that we may provide a more comprehensive answer in the future. (Federal register notice: July 13, 2011-http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>Child support</p>
<p>What type of disability income is reported as untaxed income on FAFSA? It's not social security disability, is it?</p>	<p>The explanation for question 44i states "Other untaxed income not reported on items 44a through 44h, such as workers' compensation, disability, etc. . . Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income. . ."</p>	<p>Disability</p>
<p>For the 2012-13 academic year and the flag values 00-02, do we need documentation?</p>	<p>Flag value 00 will require additional documentation but flag value 02 no additional documentation is required. Summary of Changes for the Application Processing System 2012-2013, page 6- http://ifap.ed.gov/sumchngsapps/110411ChangesAppProcessSysGuide1213.html</p>	<p>Flag values</p>
<p>Review flag values possibly for the 12-13 IRS Data retrieval?</p>	<p>Summary of Changes for the Application Processing System 2012-2013, page 6- http://ifap.ed.gov/sumchngsapps/110411ChangesAppProcessSysGuide1213.html Blank = IRS Data Retrieval Tool not available in the application method utilized by the student/parent (i.e., a paper FAFSA, EDE, or FAA Access) 00 = Student/Parent was ineligible to use the IRS Data Retrieval Tool and was therefore not presented with the option to use it in FAFSA on the Web 01 = Student/Parent was presented with the option to use the IRS Data Retrieval Tool in FAFSA on the Web and elected to use it, but did not transfer IRS data into the FAFSA 02 = IRS data for the student/parent was transferred from the IRS and was not changed by the user prior to submission of an application or correction 03 = IRS data for the student/parent was transferred from the IRS and changed by the user prior to submission of an application or correction 04 = IRS data for the student/parent was transferred from the IRS and then changed by the user on a subsequent transaction 05 = Student/Parent was presented with the option to use the IRS Data Retrieval Tool in FAFSA on the Web, but did not elect to use it 06 = IRS data for the student/parent was transferred from the IRS, but a subsequent change made the student/parent ineligible to use the IRS Data Retrieval Tool</p>	<p>Flag values</p>

<p>The amount of food stamps is not required to be reported on the FAFSA - only whether or not they were received.</p>	<p>Correct, FAFSA only asks if SNAP benefits were received, not the amount of the SNAP benefit.</p>	<p>Food stamps</p>
<p>The question on the FAFSA in regards to federal benefits only appears under certain circumstances for 2010-2011. My question was that if this question is not generated for the student, yet they received Food Stamps in 2010 or 2011, do they need to provide a benefits letter to the school or is it then not verified as it wasn't reported on the FAFSA ... or has this been changed for 2012-2013?</p>	<p>The FAFSA asks on question 96 if an applicant receives Food Stamps. An institution may accept as documentation, to verify the FAFSA reported receipt of SNAP benefits included on the ISIR, a signed statement by one of the parents of a dependent applicant or by an independent applicant that certifies that either they or another person who was included in the FAFSA household size received SNAP benefits during the 2010 or 2011 calendar year. Alternatively, the institution may require documentation from the agency that issued the SNAP benefits. (Section 668.57(d))</p>	<p>Food stamps</p>
<p>If the FAFSA does not ask the student if they received Food Stamps, should they still provide proof of benefits received to the school?</p>	<p>The FAFSA asks on question 96 if an applicant receives Food Stamps. An institution may accept as documentation, to verify the FAFSA reported receipt of SNAP benefits included on the ISIR, a signed statement by one of the parents of a dependent applicant or by an independent applicant that certifies that either they or another person who was included in the FAFSA household size received SNAP benefits during the 2010 or 2011 calendar year. Alternatively, the institution may require documentation from the agency that issued the SNAP benefits. (Section 668.57(d))</p>	<p>Food stamps</p>
<p>Is the student required to report the amount of Food Stamps? Do we have to verify the amount of Food Stamps?</p>	<p>No, only the receipt of Food Stamps benefit is required.</p>	<p>Food stamps</p>
<p>When using the fafsademo site, I was confused to find out that the federal benefits question, which includes food stamps, a verified element, will only appear if the student selects that they are tax filers. Is that true also on the actual 12/13 fafsa? And if so, why?</p>	<p>The FAFSA asks on question 96 if an applicant receives Food Stamps. An institution may accept as documentation, to verify the FAFSA reported receipt of SNAP benefits included on the ISIR, a signed statement by one of the parents of a dependent applicant or by an independent applicant that certifies that either they or another person who was included in the FAFSA household size received SNAP benefits during the 2010 or 2011 calendar year. Alternatively, the institution may require documentation from the agency that issued the SNAP benefits. (Section 668.57(d))</p>	<p>Food stamps</p>
<p>The FAFSA says that we have to verify 2010 and 2011 Food stamps..why?</p>	<p>This information is asked on the FAFSA because an applicant who receives SNAP benefits automatically qualifies for an EFC of 0.</p>	<p>Food stamps</p>

<p>On panel 11, it says that we need an Institutional Statement if reason to believe household members attending elsewhere. Does this mean that we must obtain documentation of all selected students who have HH members attending other schools?</p>	<p>Your institution may obtain a self-certified statement from the applicant as acceptable documentation, which may be included on your institution's verification worksheet.</p> <p>The only instance in which you need to get an official statement from another institution to verify number in college is if you have a reason to believe that another member of the applicant's household is attending a different college.</p>	<p>Household members</p>
<p>Must we verify with other school that a sibling is attending their college, or simply collect that data from the verification worksheet?</p>	<p>Your institution may obtain a self-certified statement from the applicant as acceptable documentation, which may be included on your institution's verification worksheet.</p> <p>The only instance in which you need to get an official statement from another institution to verify number in college is if you have a reason to believe that another member of the applicant's household is attending a different college.</p>	<p>Household members</p>
<p>Please explain about number in college, specifically the Institutional Statement for household members attending elsewhere...MUST we have something from the institution or only if we believe the information is inaccurate?</p>	<p>Your institution may obtain a self-certified statement from the applicant as acceptable documentation, which may be included on your institution's verification worksheet.</p> <p>The only instance in which you need to get an official statement from another institution to verify number in college is if you have a reason to believe that another member of the applicant's household is attending a different college.</p>	<p>Household members</p>
<p>Do the statements to verify number in household and number in college need to be notarized?</p>	<p>No, applicant statements do not need to be notarized. A signed verification worksheet containing all the appropriate information also is acceptable.</p>	<p>Household members</p>
<p>At the FSA conference, it was made clear that number in household did not require a list, just a confirmation of the number. Only the number in college requires specifics (name, age, etc.). Has something changed since?</p>	<p>The Federal Register Notice on July 13, 2011, specifically requires a signed statement listing the name and age of each household member and the relationship of that household member to the applicant. However, if the applicant meets the assumptions listed in the register notice, verification is not required. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>Household members</p>
<p>What is phone number to order tax return transcript??</p>	<p>The website is www.irs.gov and the phone number is (800) 908-9946.</p>	<p>IRS</p>
<p>We cannot use actual Tax return for 12/13?</p>	<p>DE's annual notice regarding verification in the Federal Register lists what it considers acceptable documentation. If your institution determines obtaining a tax transcript is not possible, then your institution may accept a signed copy of an applicant's taxes. Note, income tax return information for tax year 2011 is used for the 2012-2013 award year. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>IRS</p>
<p>Does the student have to sign the tax transcript?</p>	<p>No, tax transcripts submitted to an institution do not need to be signed by the tax filer GEN-11-13, July 13, 2011-http://www.ifap.ed.gov/dpclatters/GEN1113.html</p>	<p>IRS</p>

<p>Can we use the regular 1040 or does it have to be from the IRS to verify income?</p>	<p>DE's annual notice regarding verification in the Federal Register lists what it considers acceptable documentation. If your institution determines obtaining a tax transcript is not possible, then your institution may accept a signed copy of an applicant's taxes. (Federal register notice: July 13, 2011-http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>IRS</p>
<p>Does the IRS have an online request form for the Tax Account Transcript?</p>	<p>Tax filers can order a tax return or tax account transcript at http://www.irs.gov/individuals/article/0,,id=232168,00.html?portlet=105</p> <p>For more information about tax return or tax account transcripts visit http://www.irs.gov/efile/article/0,,id=232219,00.html</p>	<p>IRS</p>
<p>Is there a charge for the tax account transcript?</p>	<p>There is no fee for a tax return or tax account transcript- http://www.irs.gov/individuals/article/0,,id=232168,00.html</p>	<p>IRS</p>
<p>Can we request an actual 1040X instead of an Account Transcript for an amended return?</p>	<p>DE's annual notice regarding verification in the Federal Register lists what it considers acceptable documentation. If your institution determines obtaining a tax account transcript is not possible, then your institution may accept a signed copy of an applicant's taxes. (Federal register notice: July 13, 2011-http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>IRS</p>
<p>When ordering a tax transcript online from irs.gov website, can the transcript be downloaded or sent immediately, and if not what is the time frame?</p>	<p>Tax filers can expect to receive copies of their tax return or tax account transcripts, by mail, within 5 to 10 days from the time of the request- http://www.irs.gov/efile/article/0,,id=232219,00.html</p>	<p>IRS</p>
<p>Can we still collect the federal copy of their taxes like the 1040 or 1040EZ prepared by the tax preparer or self prepared? As long as it is signed?</p>	<p>Your institution may require applicant's to submit copies of their tax returns in addition to acceptable documentation identified by DE. DE's annual notice regarding verification in the Federal Register lists what it considers acceptable documentation. If your institution determines obtaining a tax account transcript is not possible, then your institution may accept a signed copy of an applicant's taxes. (Federal register notice: July 13, 2011-http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>IRS</p>
<p>How long will an amended tax return take to be updated within the IRS database?</p>	<p>Per the IRS website, normal processing time for Form 1040X is 8 - 12 weeks. (http://www.irs.gov/taxtopics/tc308.html)</p>	<p>IRS</p>
<p>Can we accept the actual copies of the tax forms or just tax transcripts and do they need to be signed?</p>	<p>Tax transcripts submitted to an institution do not need to be signed by the tax filer GEN-11-13, July 13, 2011-http://www.ifap.ed.gov/dpccletters/GEN1113.html</p>	<p>IRS</p>
<p>If a parent use IRA data retrieval, will his IRA rollover information automatically be downloaded to FAFSA?</p>	<p>IRA information will be transferred to the FAFSA using the IRS DRT. However, reported IRA rollovers from one retirement fund to another during the tax year is identified as income by the system and is not automatically subtracted from an applicant's AGI. Unless the applicant subtracts the IRA rollover from his AGI, the applicant's income will be incorrectly overstated. Untaxed IRA distributions or untaxed pensions (questions 44e, 92e; 44f and 92f, respectively) need to be subtracted from the AGI once the IRS data retrieval transfers the information to the FAFSA.</p>	<p>IRS</p>

<p>What was the time period after filing when data retrieval will be eligible?</p>	<p>The IRS Data Retrieval Tool will be available on the 2012-13 FAFSA beginning February 1, 2012. If an applicant has recently their taxes, they are inform that their tax information may not be available if they have electronically filed their taxes within the last 2 weeks or submitted their taxes by mail within the last 8 weeks</p> <p>Summary of Changes for the Application Processing System 2012-2013, page 5- http://ifap.ed.gov/sumchnsappsys/110411ChangesAppProcessSysGuide1213.html</p>	<p>IRS</p>
<p>So applicants that are getting a tax extension as long as acceptable documents are supplied, we do not need an IRS listing?</p>	<p>The rule for extension filers is that at the time of verification, the necessary tax returns should have been filed and must be used for verification. If a return hasn't been filed by then and a filing extension was granted by the IRS, the school shall accept as alternative documentation copies of the W-2 forms, and, as proof that the IRS has granted a filing extension, either a copy of IRS Form 4868—Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (automatically grants the taxpayer a six-month extension beyond the April 15 deadline) or a copy of the IRS approval of an extension beyond the automatic six-month extension. In addition, the student must submit a copy of the tax returns when filed. When you receive the completed tax returns, you may use them to re-verify the required data. A student who fails to submit a copy of the filed tax return or alternative documents before the deadline for verification is ineligible for FSA funds and is required to repay any aid disbursed.</p>	<p>IRS</p>
<p>IF CPS is capturing amended tax return married filing separately, why can't this be included on the ISIR record? Schools could then key in on</p>	<p>This question should be directed to the U.S. Department of Education.</p>	<p>IRS</p>
<p>Is it true that the IRS doesn't generally start producing tax transcripts until May or June? If so, for a CPS-selected applicant, does the school have an option to verify with another type of tax document (if the applicant didn't retrieve their data or the data retrieved was altered) or is the school forced to wait until a transcript is available?</p>	<p>The IRS give the guidance that tax transcripts are available within 10 to 30 days of its receipt of a transcript request. If the timeframe is outside of your institutional deadline to complete verification, then your institution may accept alternate acceptable forms of acceptable documentation, as included in its verification policy. DE's annual notice regarding verification in the Federal Register lists what it considers acceptable documentation. The tax transcript is a new form of acceptable documentation this year. If your institution determines obtaining a tax account transcript is not possible, then your institution may accept a signed copy of an applicant's taxes. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>IRS</p>
<p>Please re-explain the part about IRA rollover not being separated from the income</p>	<p>Reported IRA rollovers from one retirement fund to another during the tax year is identified as income by the system and is not automatically subtracted from an applicant's AGI. Unless the applicant subtracts the IRA rollover from his AGI, the applicant's income will be incorrectly overstated. Untaxed IRA distributions or untaxed pensions (questions 44e, 92e; 44f and 92f, respectively) need to be subtracted from the AGI once the IRS data retrieval transfers the information to the FAFSA.</p>	<p>IRS</p>

<p>How should we verify IRA rollovers if it is not on the IRS Data Retrieval or the Tax Transcript?</p>	<p>Reported IRA rollovers from one retirement fund to another during the tax year is identified as income by the system and is not automatically subtracted from an applicant's AGI. Unless the applicant subtracts the IRA rollover from his AGI, the applicant's income will be incorrectly overstated. Untaxed IRA distributions or untaxed pensions (questions 44e, 92e; 44f and 92f, respectively) need to be subtracted from the AGI once the IRS data retrieval transfers the information to the FAFSA. IRA rollover information <u>is</u> on the tax transcript.</p>	<p>IRS</p>
<p>We collected a copy of the student taxes from the student in the past, for instance their 1040 or 1040A is this still acceptable for verification. I just want to confirm that we will need the student to request a Tax Transcript from the IRS. This is something NEW correct?</p>	<p>DE's annual notice regarding verification in the Federal Register lists what it considers acceptable documentation. The tax transcript is a new form of acceptable documentation this year. If your institution determines obtaining a tax account transcript is not possible, then your institution may accept a signed copy of an applicant's taxes. (Federal register notice: July 13, 2011-http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>IRS</p>
<p>If we used ED express to process the FAFSAs is going to be a link or tool to get the taxes directly from the IRS?</p>	<p>If the applicants FAFSA is completed with EDE express, their ISIR flag value will be blank. Blank = IRS Data Retrieval Tool not available in the application method utilized by the student/parent (i.e., a paper FAFSA, EDE, or FAA Access). It will be up to the applicant to initiate the Data Retrieval Tool process on their FAFSA.</p> <p>Summary of Changes for the Application Processing System 2012-2013, page 6- http://ifap.ed.gov/sumchngsapps/110411ChangesAppProcessSysGuide1213.html</p>	<p>IRS</p>
<p>Can the financial aid office do IRS retrieval from CPS or just access from the student's FAFSA on the Web?</p>	<p>If the applicants FAFSA is completed with a paper FAFSA, EDE express, or FAA Access, their ISIR flag value will be blank. It will be up to the applicant to initiate the Data Retrieval Tool process on their FAFSA.</p> <p>Summary of Changes for the Application Processing System 2012-2013, page 6- http://ifap.ed.gov/sumchngsapps/110411ChangesAppProcessSysGuide1213.html</p>	<p>IRS</p>
<p>Do we need Student W2's for a dependent student as well as Parent's W2's?</p>	<p>W-2's are only needed for verification for a tax filer with special circumstances, in addition to a tax transcript or if the institution's policy requires them. However, if a dependent applicant is selected for verification, both the dependent applicant and the applicant's parent's income information needs to be verified if the application is selected for verification. (Federal register notice: July 13, 2011-http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf, DE 2012-2013 Verification Worksheet Dependent Student - http://www.ifap.ed.gov/eannouncements/attachments/020312AttachDepVerifWksht1213.pdf)</p>	<p>IRS</p>
<p>No W2s are required if an applicant successfully uses the IRS DRT, correct?</p>	<p>Yes. The isir flag will be 02 = IRS data for the student/parent was transferred from the IRS and was not changed by the user prior to submission of an application or correction</p> <p>Summary of Changes for the Application Processing System 2012-2013, page 6- http://ifap.ed.gov/sumchngsapps/110411ChangesAppProcessSysGuide1213.html</p>	<p>IRS</p>

<p>Is there a charge for the tax return transcript online? Is the turn around time the same as if it were mailed to the student or does this allow immediate access to the transcript?</p>	<p>There is no fee for a tax return or tax account transcript and tax filers can expect to receive copies of their tax return or tax account transcripts, by mail, within 5 to 10 days from the time of the request- http://www.irs.gov/efile/article/0,,id=232219,00.html</p>	<p>IRS</p>
<p>Requesting clarification on statement that transcript not required to be signed: You may also accept a copy of an IRS form with tax information that the IRS mailed directly to your school (otherwise at least one of the filers must sign the form).</p>	<p>DE's annual notice regarding verification in the Federal Register lists what it considers acceptable documentation. If your institution determines obtaining a tax account transcript is not possible, then your institution may accept a signed copy of an applicant's taxes. An applicant does not have to sign a tax transcript provided by the IRS. An applicant may elect to have his tax transcript sent directly to your financial aid institution by filling out IRS Form 4506-T (Federal register notice: July 13, 2011-http://www.ifap.ed.gov/fregisters/attachments/FRO71311FAFSAInformation.pdf; IRS Form 4506-T - http://www.irs.gov/pub/irs-pdf/f4506t.pdf)</p>	<p>IRS</p>
<p>Can the student go back and do data retrieval after being selected for verification?</p>	<p>Yes, applicants can use the FAFSA correction process to update their tax information using the IRS Data Retrieval Tool GEN-11-03, February 23, 2011-http://www.ifap.ed.gov/dpclatters/GEN1103.html</p>	<p>IRS</p>
<p>Clarification Tax Transcript require signature unless directly forwarded to school by the IRS.</p>	<p>Tax transcripts submitted to an institution do not need to be signed by the tax filer GEN-11-13, July 13, 2011-http://www.ifap.ed.gov/dpclatters/GEN1113.html</p>	<p>IRS</p>
<p>Please repeat the rollover issue on taxes.</p>	<p>Reported IRA rollovers from one retirement fund to another during the tax year is identified as income by the system and is not automatically subtracted from an applicant's AGI. Unless the applicant subtracts the IRA rollover from his AGI, the applicant's income will be incorrectly overstated. Untaxed IRA distributions or untaxed pensions (questions 44e, 92e; 44f and 92f, respectively) need to be subtracted from the AGI once the IRS data retrieval transfers the information to the FAFSA.</p>	<p>IRS</p>
<p>The MWPC has been removed form 2011 tax return, I just looked at the IRS website...however First time homebuyer is, so does that still have to be verified?</p>	<p>The Making Work Pay Tax Credit is based on earned income and was claimed on the 2010 tax return. For most people, the first-time homebuyer credit is not available for homes purchased in 2011. However, certain members of the uniformed services and Foreign Service and certain employees of the intelligence community can claim the credit for homes purchased in 2011. We cannot definitely say whether the first-time homebuyer credit is a required verification item for 2012-2013 because some people may have received the credit on their 2011 tax return.</p>	<p>IRS</p>
<p>Is there going to be some guidelines as to how to read a tax transcript?</p>	<p>DE announced in its Feb. 3, 2012, Electronic Announcement regarding verification worksheet that it has a "2012-2013 FAFSA-IRS Tax Return Transcript Matrix" currently in the works to assist FAAs to track various FAFSA information regarding verification. DE does not yet have a release date for the matrix.</p>	<p>IRS</p>
<p>I would just like to make sure that I understood correctly that if someone files Head of Household that we will not be able to use the IRS retrieval tool?</p>	<p>According to the Summary of Changes for the Application Processing System 2012-2013, page 5, the IRS Data Retrieval Tool filtering question "My tax filing status is head of household" will only be displayed if the applicant states that they are married on the FAFSA. http://ifap.ed.gov/sumchngsappsys/110411ChangesAppProcessSysGuide1213.html</p>	<p>IRS</p>
<p>For schools in Puerto Rico, we would continue to ask for a copy of the PR Income tax forms as proof of income?</p>	<p>Yes, because the applicant will not be able to use the IRS Data Retrieval Tool.</p>	<p>IRS</p>

<p>So, the rollover is on the tax account transcript, but not on the tax return transcript? We are instructed to collect the tax return transcript for verification. Are the feds expecting us to collect all of these documents in order to correctly verify a file?</p>	<p>IRA information <u>is</u> on the tax return transcript. If an applicant amends his taxes or has adjustments made to his taxes by the IRS, the adjustments will not appear on the return transcript. In order to verify income information for applicants who amend their taxes, both the tax return transcript and the tax account transcript is needed. (Negotiated Rulemaking - Program Integrity Q&A, DOC-Q2, http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/verification.html)</p>	<p>IRS</p>
<p>This year we specifically watched out for the "Making Work Pay" credit. Is that still required?</p>	<p>Making Work Pay credit ended in 2010 and is not a credit on the 2011 1040 form. Link to the IRS regarding the making work pay credit http://www.irs.gov/newsroom/article/0,,id=204447,00.html</p>	<p>IRS</p>
<p>Will this recorded Webinar be available to download for future use, if so how long?</p>	<p>The Webinars On-Demand page is located at https://mappingyourfuture.org/services/webinararchive.cfm. Mapping Your Future does not have a specific time limit established for the availability of the webinar.</p>	<p>Mapping Your Future</p>
<p>Are there handouts available?</p>	<p>A copy of the presentation can be sent to you by e-mailing the request to feedback@mappingyourfuture.org. After the webinar, the Mapping Your Future verification worksheets were made available at https://mappingyourfuture.org/downloads/#worksheet.</p>	<p>Mapping Your Future</p>
<p>Will you be holding another session on verification for 2012-2013?</p>	<p>The webinars On-Demand page is located at https://mappingyourfuture.org/services/webinararchive.cfm. Mapping Your Future continues to develop the 2012 webinar schedule.</p>	<p>Mapping Your Future</p>
<p>Do we receive a certificate for attending?</p>	<p>Mapping Your Future does not automatically create a certificate, but you can request one by e-mailing feedback@mappingyourfuture.org.</p>	<p>Mapping Your Future</p>
<p>What is the fee for the MappingXpress, after the trial?</p>	<p>There is an annual fee of \$750 to use MappingXpress. This fee is in addition to the Membership fee, if applicable. More information about Membership is located at http://mappingyourfuture.org/Membership/membershippart.htm. More information about MappingXpress is located at http://mappingyourfuture.org/services/aboutMappingXpress.htm.</p>	<p>MappingXpress</p>
<p>Can a school use MappingXpress just for the verification process?</p>	<p>Yes. MappingXpress can be used for any process for which the school needs to collect documents from students, including verification, scholarship applications, etc.</p>	<p>MappingXpress</p>
<p>Can you post the website for the free trial again?</p>	<p>The About MappingXpress page is located at http://mappingyourfuture.org/services/aboutMappingXpress.htm. A link to sign up for the free trial is located at http://mappingyourfuture.org/services/schoolserviceform.cfm?serviceID=1.</p>	<p>MappingXpress</p>
<p>For non-filers, do we need to have them report both the source and amount of their income?</p>	<p>The Federal Register Notice on July 13, 2011, requires non-tax filers selected for verification to report both the source and amount of income. (Federal register notice: July 13, 2011-http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>Non-filers</p>

<p>We currently have our students who did not file taxes for the previous tax year obtain a Non-Filing Letter from IRS as proof of non-filing. Are they now allowed to just submit a signed statement that they did not file nor earn wages?</p>	<p>A signed self-certified statement from the applicant, including a signed verification worksheet is an acceptable document to verify an applicant does not have to file income taxes. However, your institution may choose to require other documentation, such as a Non-Filing Letter from the IRS, though DE does not require it. If your institutional policy requires a non-tax filer to submit a Non-Filing Letter from the IRS, then the policy needs to be followed.</p>	<p>Non-filers</p>
<p>For a non- tax filer who claims \$0 income, is non-tax filer statement required from the IRS?</p>	<p>A signed self-certified statement from the applicant, including a signed verification worksheet is an acceptable document to verify an applicant does not have to file income taxes. However, your institution may choose to require other documentation.</p>	<p>Non-filers</p>
<p>It was stated a student was required to submit a signed statement if they have no income--will the 2012-13 verification form not work for this any longer? Currently they can mark the verification worksheet as</p>	<p>A verification worksheet is an acceptable document to verify the various FAFSA information, as long as the verification worksheet is signed by the applicant and/or the parent.</p>	<p>Non-tax filers</p>
<p>When will the 2012-13 verification worksheet become available?</p>	<p>Mapping Your Future has 2012-13 verification worksheets available at http://mappingyourfuture.org/downloads/#worksheet. The U.S. Department of Education has 2012-13 verification worksheets available at http://ifap.ed.gov/ifap/byAwardYear.jsp?type=vgworksheets&awardyear=2012-2013.</p>	<p>Verification worksheet</p>
<p>Can we not use the verification worksheet as a valid documentation when verifying child support payment, food stamps, number in college etc. instead of written signed statement ?</p>	<p>A verification worksheet is an acceptable document to verify the various FAFSA information, as long as the verification worksheet is signed by the applicant and/or the parent.</p>	<p>Verification worksheet</p>
<p>For any of the verification documents and statements, will electronic signatures be acceptable?</p>	<p>The rule for e-signatures is that you can also accept an electronic copy of the return that has been electronically signed by the person to whom the document belongs, provided your school's process for accepting an electronic signature complies with the Electronic Signatures in Global and National Commerce (ESIGN) Act. But a signature on Form 8879, the IRS e-file Signature Authorization, is not an acceptable substitute for a signature on the tax return.</p>	<p>Verification worksheet</p>
<p>When will Mapping Your Future's verification worksheet be available and will participants of this webinar be notified that its complete and available?</p>	<p>As a service to schools, Mapping Your Future now offers 2012-13 verification worksheets to assist schools in collecting information they need from students to complete the verification process. There are three forms available, depending on the information the school needs to collect.</p> <ul style="list-style-type: none"> o Verification worksheet - Family and tax information o Verification worksheet - Family information o Verification worksheet - Tax information <p>The forms are available at http://mappingyourfuture.org/downloads/#worksheet.</p>	<p>Verification worksheet</p>
<p>W-2s are only required for non-tax-filers. The school may request W-2s for tax filers based on their policies & procedures, but it is not required by ED.</p>	<p>Mostly correct. W-2s are not required for tax filers that do not have special circumstances. However, tax filers with special circumstances, such as filing jointly but having a separated, divorced or widowed status, will need to produce W-2s if selected for verification. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>W-2's</p>
<p>Are W-2's now required for tax filers selected for verification during the 2012-2013 year?</p>	<p>W-2's are only needed for verification for a tax filer with special circumstances, in addition to a tax transcript. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>W-2's</p>

<p>If selected for verification, and student/parent submit Tax Return transcript, do they still need to submit copies of W-2s?</p>	<p>A student or parent needs to submit copies of W-2s only if they are considered a tax filer with special circumstances, or are a non-tax filer. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>W-2's</p>
<p>Must we require W-2s in addition to the tax return transcript?</p>	<p>An institution may elect to require W-2s in addition to a tax transcript in its verification policies and procedures; however, federal regulations only require that W-2s be collected for tax filers with special circumstances and for non-tax filers. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>W-2's</p>
<p>Did I hear you correctly? W-2s are required of tax filers with the Tax Return Transcript?</p>	<p>An institution may elect to require W-2s in addition to a tax transcript in its verification policies and procedures; however, federal regulations only require that W-2s be collected for tax filers with special circumstances and for non-tax filers. (Federal register notice: July 13, 2011- http://www.ifap.ed.gov/fregisters/attachments/FR071311FAFSAInformation.pdf)</p>	<p>W-2's</p>
<p>What about box 12 on the W-2 statement, if we are not collecting this and then for those times when we do get the paperwork and need the W-2's?</p>	<p>Box 12 on IRS Form W-2 contains elected deferrals and designated Roth contributions. This information should be reported on a person's taxes and therefore should be on the applicant's tax return transcript. Your institution may elect to require in its verification policy an applicant to provide his W-2 to verify this information.</p>	<p>W-2's</p>