

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed. **Submit this form to:** Tulane University Financial Aid, Gibson Hall, Suite #130, 6823 St. Charles Avenue, New Orleans, LA 70118

Or

Upload this form to: <https://finaidforms.tulane.edu/Home/Account/Login>

**A. Dependent Student's Information (please print)**

Student's Last Name	Student's First Name	Student's M.I.	Last 4 Digits of Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home or Cell Phone Number (include area code)			Student's Tulane ID Number (if known)

**B. Dependent Student's Family Information**

List below the people in your parent(s)'s household

Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023, and June 30, 2024. *If more space is needed, attach a separate page with the student's name and last 4 digits of their Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (yes or no)
		Self		



**D. Parents' Income Information to Be Verified - Check the box that applies:**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2021 or had a change in marital status after the end of the 2021 tax year on December 31, 2021.

- The parent/s will not file and is/are not required to file a 2021 income tax return with the IRS, **AND** understand that they must **ALSO** provide an IRS Verification of Non-Filing, complete and return a **2023-2024 Parental Non-Filer Form**.
  
- The parents have filed a 2021 income tax return but have ALSO filed, or will file, an **AMENDED** 2021 IRS tax return, and understand they must provide 1.) A signed copy of the original 2021 IRS income tax return that was filed with the IRS or a **2021 IRS Tax Return Transcript** for the 2021 tax year; and 2.) A signed copy of the 2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.
  
- The parents have filed a 2021 income tax return and have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2021 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the student's FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
  
- The parents have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2021 IRS income information into the student's FAFSA once the parents have filed a 2021 IRS tax return. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the parents have not already used the tool, it can still be used: go to studentaid.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parents are eligible to use the IRS Data Retrieval Tool to transfer 2021 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
  
- The parents have filed a 2021 income tax return but am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2020 IRS tax return transcript** (a photocopy of the income tax return is not acceptable). *To obtain a free IRS tax return transcript, go to www.irs.gov and click on the "Get Transcript of Your Tax Records" link under "Tools." If you create an account before proceeding to the additional steps of requesting a tax transcript, you should be able to download and print your transcript immediately, or request the transcript be mailed to your address on record. Alternatively, you may call 1-800-908-9946, or contact your local IRS office to see if you may pick up a copy. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2021 tax return was filed). Adequate time from the date of filing your tax return (up to two weeks for IRS electronic filers, and up to eight weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. The IRS estimates allowing a minimum of 5 business days for your receipt of an available requested transcript. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*
  
- The parents are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a **2021 IRS Tax Return Transcript(s)**. If the parents filed separate 2021 IRS income tax returns, **2021 IRS Tax Return Transcripts** must be provided for both.

To obtain a **2021 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Get Transcript of Your Tax Records" link under "Tools." If you create an account before proceeding to the additional steps of requesting a tax transcript, you should be able to download and print your transcript immediately, or request the transcript be mailed to your address on record. Alternatively, you may call 1.800.908.9946, or contact your local IRS office to see if you may pick up a copy. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2022 IRS income tax return). In most cases, for electronic filers, a **2021 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2021 IRS income tax return has been accepted by the IRS. Generally, for filers of 2021 paper IRS income tax returns, the **2021 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2021 paper IRS income tax return has been received by the IRS.

*Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*

- \_\_\_\_ Check here if a 2021 IRS Tax Return Transcript is provided
- \_\_\_\_ Check here if a 2021 IRS Tax Return Transcript will be provided later.

**E. Certifications and Signatures**

Each person signing this worksheet certifies that all of the information reported on this worksheet is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

*You should make a copy of this worksheet for your records.*

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Final four digits of Student's Social Security Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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