



Verification Guide 2019-2020

This information is intended for the 2019-20 FAFSA year and applies to the fall 2019, spring 2020, and summer 2020 academic semesters at Augsburg University.

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Glossary

What is verification and who is selected?

Verification is the process of comparing the data on the student's FAFSA with actual documentation. Augsburg is required by federal and state law, to collect the necessary documentation and verify certain data elements for any discrepancies. If a student is selected for verification, the process must be completed before any federal or state financial aid can be disbursed.

The U.S. Department of Education selects students for verification and does not disclose their selection criteria. You could be selected for verification at any time during the academic year, so it is essential to check your Augsburg email account and Augnet account **at least once a week**.

The Financial Aid Office may verify some or all of the following data elements:

- Adjusted Gross Income
- Income Tax Paid

- Untaxed IRA Distributions
- Untaxed Pension Distributions
- IRA Deductions/Payments
- Tax Exempt Interest
- Education Credits

In addition, applicants may be required to provide:

- Documentation of a high school diploma, recognized equivalent or home school credentials
- A copy of valid (e.g., unexpired) government-issued photo identification, such as a driver's license, passport, or military ID
- A signed statement of education purpose
- Documentation of other untaxed income not reported on your federal tax form
- Clarification of parents' marital status, number in the household and/or number in college.

What type of documents are required for verification?

To verify certain data elements, we may request the following; however, **this is not a complete list**. We may be required to ask for different information for each student.

- [Augsburg Verification Form](#)
- Signed copy of Tax Forms 1040, 1040A or 1040EZ. (See Image 1)
- IRS Tax Return Transcript(s) from the student, the student's spouse (if student is married) and/or the student's parents (if student is dependent). IRS Tax Return Transcripts can be obtained at: www.irs.gov. (See Image 2)
- Other requested documentation such as wage and income transcript or non-filing letter
- W-2 form from employer (See Image 3)

What is acceptable tax return documentation?

Students may be able to link their and/or their parent's tax information electronically when completing the FAFSA via IRS Data Retrieval Tool (DRT) process, submit signed copies of your 1040, 1040A, or 1040EZ forms submitted to the IRS, or provide us with a copy of your IRS Tax Return Transcripts. To obtain tax return transcripts visit the IRS website, select either “Get Transcript ONLINE” or “Get Transcript by MAIL.” Students who wish to access their transcript online must first register as a user with the IRS website for security purposes.

1040	U.S. Individual Income Tax Return 2017	Social Sec. No. 1234 567890 Taxpayer's name (last, first, middle initial) Date of birth (month/day/year) Filing status Marital status Home address (street, city, state, and ZIP+4) Telephone (area code and number) E-mail address
Part I Income (See instructions)		Step 1 Adjusted gross income
Part II Adjusted gross income (See instructions)		Step 2 Adjusted gross income
Part III Exemptions (See instructions)		Step 3 Exemptions
Part IV Adjusted gross income (See instructions)		Step 4 Adjusted gross income
Part V Adjusted gross income (See instructions)		Step 5 Adjusted gross income
Part VI Adjusted gross income (See instructions)		Step 6 Adjusted gross income
Part VII Adjusted gross income (See instructions)		Step 7 Adjusted gross income
Part VIII Adjusted gross income (See instructions)		Step 8 Adjusted gross income
Part IX Adjusted gross income (See instructions)		Step 9 Adjusted gross income
Part X Adjusted gross income (See instructions)		Step 10 Adjusted gross income
Part XI Adjusted gross income (See instructions)		Step 11 Adjusted gross income
Part XII Adjusted gross income (See instructions)		Step 12 Adjusted gross income
Part XIII Adjusted gross income (See instructions)		Step 13 Adjusted gross income
Part XIV Adjusted gross income (See instructions)		Step 14 Adjusted gross income
Part XV Adjusted gross income (See instructions)		Step 15 Adjusted gross income
Part XVI Adjusted gross income (See instructions)		Step 16 Adjusted gross income
Part XVII Adjusted gross income (See instructions)		Step 17 Adjusted gross income
Part XVIII Adjusted gross income (See instructions)		Step 18 Adjusted gross income
Part XIX Adjusted gross income (See instructions)		Step 19 Adjusted gross income
Part XX Adjusted gross income (See instructions)		Step 20 Adjusted gross income
Part XXI Adjusted gross income (See instructions)		Step 21 Adjusted gross income
Part XXII Adjusted gross income (See instructions)		Step 22 Adjusted gross income
Part XXIII Adjusted gross income (See instructions)		Step 23 Adjusted gross income
Part XXIV Adjusted gross income (See instructions)		Step 24 Adjusted gross income
Part XXV Adjusted gross income (See instructions)		Step 25 Adjusted gross income
Part XXVI Adjusted gross income (See instructions)		Step 26 Adjusted gross income
Part XXVII Adjusted gross income (See instructions)		Step 27 Adjusted gross income
Part XXVIII Adjusted gross income (See instructions)		Step 28 Adjusted gross income
Part XXIX Adjusted gross income (See instructions)		Step 29 Adjusted gross income
Part XXX Adjusted gross income (See instructions)		Step 30 Adjusted gross income
Part XXXI Adjusted gross income (See instructions)		Step 31 Adjusted gross income
Part XXXII Adjusted gross income (See instructions)		Step 32 Adjusted gross income
Part XXXIII Adjusted gross income (See instructions)		Step 33 Adjusted gross income
Part XXXIV Adjusted gross income (See instructions)		Step 34 Adjusted gross income
Part XXXV Adjusted gross income (See instructions)		Step 35 Adjusted gross income
Part XXXVI Adjusted gross income (See instructions)		Step 36 Adjusted gross income
Part XXXVII Adjusted gross income (See instructions)		Step 37 Adjusted gross income
Part XXXVIII Adjusted gross income (See instructions)		Step 38 Adjusted gross income
Part XXXIX Adjusted gross income (See instructions)		Step 39 Adjusted gross income
Part XL Adjusted gross income (See instructions)		Step 40 Adjusted gross income
Part XLI Adjusted gross income (See instructions)		Step 41 Adjusted gross income
Part XLII Adjusted gross income (See instructions)		Step 42 Adjusted gross income
Part XLIII Adjusted gross income (See instructions)		Step 43 Adjusted gross income
Part XLIV Adjusted gross income (See instructions)		Step 44 Adjusted gross income
Part XLV Adjusted gross income (See instructions)		Step 45 Adjusted gross income
Part XLVI Adjusted gross income (See instructions)		Step 46 Adjusted gross income
Part XLVII Adjusted gross income (See instructions)		Step 47 Adjusted gross income
Part XLVIII Adjusted gross income (See instructions)		Step 48 Adjusted gross income
Part XLIX Adjusted gross income (See instructions)		Step 49 Adjusted gross income
Part L Adjusted gross income (See instructions)		Step 50 Adjusted gross income

Form 1040 (2012)		Page 2	
Tax and Credits	26 Amount from Form 1041 (qualified trusts receiving income)	27	
	28 Amount from Form 990-B (trusts receiving income)	28	
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	49 Federal income tax refund	49	
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	51 Federal income tax credit	51	
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	53 Federal income tax credit	53	
	54 State and local income tax credit	54	
	55 Federal income tax credit	55	
	56 State and local income tax credit	56	
Refund	57 Refund of state and local income tax	57	
	58 Refund of state and local income tax	58	
	59 Refund of state and local income tax	59	
	60 Refund of state and local income tax	60	
	61 Refund of state and local income tax	61	
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	63 Refund of state and local income tax	63	
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	66 Refund of state and local income tax	66	
Sign Here	67 Signature of taxpayer	67	
	68 Signature of preparer	68	
	69 Signature of preparer	69	
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	71 Signature of preparer	71	
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	76 Signature of preparer	76	

Example 1040 Tax Form (Image 1)

 Internal Revenue Service United States Department of the Treasury	
This Product Contains Sensitive Taxpayer Data	
Tax Return Transcript	
	Request Date: 11-01-2012 Response Date: 11-01-2012 Tracking Number: 12345678910
SSN Provided: 000-00-0000	
Tax Period Ending: Dec. 31, 2010	
The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.	
SSN: 000-00-0000	
SPOUSE SSN:	
NAME(S) SHOWN ON RETURN: JOHN Q TAXPAYER	
ADDRESS: PO BOX 101 ANYTOWN, ST 00000-0000-000	
FILING STATUS: Single	
FORM NUMBER: 1040	
CYCLE POSTED: 20111201	
RECEIVED DATE: Apr. 15, 2011	

22222		a Employee's social security number 123-45-6789		OMB No. 1545-0008	
b Employer identification number (EIN) 55-5765489		1 Wages, tips, other compensation 48,500.00		2 Federal income tax withheld 6,835.00	
c Employer's name, address, and ZIP code The Big Company 12 Main Street Anywhere, NC 28111		3 Social security wages 50,000.00		4 Social security tax withheld 3,100.00	
		5 Medicare wages and tips 50,000.00		6 Medicare tax withheld 725.00	
		7 Social security tips		8 Allocated tips	
		9 Verification code		10 Dependent care benefits	
d Control number A1B2		11 Nonqualified plans		12a D 1,500.00	
e Employee's first name and initial Last name Suff. Jane A. Doe 123 Elm Street Anywhere Else, PA 17111		13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		12b DD 1,000.00	
		14 Other		12c P 4,800.00	
				12d	
f Employee's address and ZIP code		15 State Employer's state ID number PA 124578		16 State wages, tips, etc. 50,000.00	
		17 State income tax 1,535.00		18 Local wages, tips, etc. 50,000.00	
				19 Local income tax 750.00	
				20 Locality name AW	

Form W-2 Wage and Tax Statement
Copy 1—For State, City, or Local Tax Department

2017

Department of the Treasury—Internal Revenue Service

Example W-2 Form (Image 3)

How do I determine the number of people in my household?

Part of the verification process includes students reporting how many individuals are living in their household. For dependent students the number in household should include parents, and any dependents for which the parents provide more than 50 percent of the dependent's annual support, such as the student's siblings. Parents cannot be counted as "in college" for dependent students. For independent students the number in household should include spouse (if student is legally married) and number of dependents for which the student provides more than 50 percent of the dependent's annual support. Generally, parents, siblings and other non-custodial minors should not be counted in an independent student's household.

I or my parent listed the tax return filing status as "Will File." What does that mean for verification?

When completing the FAFSA, students and parents are allowed to claim their current tax filing status as "Will File," which indicates the tax filer will file taxes for the year at a later date. Those who claim "Will File" are allowed to use reasonable approximations when reporting financial information on the FAFSA. The expectation when completing the FAFSA with a "Will File" tax status is that the applicant will update the FAFSA at a later date when the taxes have been completed so accurate data can be reported. Claiming "Will File" does not exempt a student from verification. Students and parents (if student is dependent) must provide a tax return in order for verification to be completed.

What if my parents or I will not file taxes?

Students or parents of students who are not required to file taxes are exempt from providing a tax return; however, non-filers must still report any income received for the year for verification

purposes on the Augsburg Verification Form. Furthermore, if during the process of verification, the financial aid office discovers a student or parent is required to complete a tax return, but has not yet done so, then verification will not continue until taxes have been filed. For information concerning tax filing requirements, visit the [IRS Website](#).

What happens if my application is selected for verification after I have received my financial aid?

Aid recipients, who are subsequently selected for verification by the Department of Education, must resolve all verification requirements. A student's failure to resolve this issue by the end of their enrollment period will result in all federal aid and state aid being returned.

How can I complete my verification with Augsburg?

It's very simple! Access your [Student Account](#) and identify the list of requirements and submit them to us as soon as possible. We also send occasional email reminders. We can accept your documents via:

- In-person
- Secure File Exchange at www.Augsburg.leapfile.net
- Fax (612)330-1308
- Mail
 - Augsburg University
Attn: Student Financial Services
Campus Box 309
2211 Riverside Avenue
Minneapolis, MN 55454

What happens once I submit all verification documents?

After all requested information is submitted to the Financial Aid Office, the student's file will be reviewed. If we have further questions, the student will be contacted for additional clarification. It is the student's responsibility to respond to these requests for information. Failing to do so will result in an incomplete financial aid application, which will delay the completion of your financial aid award.

Glossary

IRS - The Internal Revenue Service of the United States federal government.

W-2 Form - Wage and Tax Statement. A tax form prepared by an employer and given to an employee to be filed with his/her 1040 form, listing wages earned during that year, federal and state taxes withheld, and Social Security tax information. Employers must provide employees their W-2 forms by the deadline that is set by the IRS.

1040, 1040A, or 1040EZ Form - U.S. Individual Income Tax Return. This form is used for individuals in filing their annual income tax returns with the IRS.

IRS Tax Transcript - A tax transcript is a line-by-line record of the information you provided to the Internal Revenue Service (IRS) on your tax forms.

Adjusted Gross Income - Total gross income minus specific deductions.

Wage and Income Transcript - Listing of all the income information that the IRS has received for you.

Non-filing letter – Document requested from the IRS that provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested.

Untaxed Income - any income that has been earned by a student or parent which does not appear on a Federal tax return. This does not include scholarships and grants from the University.

Income Tax Paid – Reported on the tax return.