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**Contact Us:**

**P: (434) 544-8228**

**E:** [**financialaid@lynchburg.edu**](mailto:financialaid@lynchburg.edu)

[**www.lynchburg.edu**](http://www.lynchburg.edu)

**1501 Lakeside Drive**

**Lynchburg Va 24501**

**2022-23 Verification Instructions**

Your FAFSA application was selected by the Department of Education for review in a process called **Verification**. In this process, the University of Lynchburg Is required to compare information from your 2022-23 FAFSA with your 2020 federal tax information. If any corrections are needed, the Office of Financial Aid will process the changes electronically and you will receive an updated Student Aid Report (SAR) from the Department of Education.

**Students will not receive a disbursement and continuing students will not receive a financial aid award until verification is complete.** This includes those who have requested an IRS Extension of Time to File. Incomplete documents will not be processed.

Please visit your [FA Online Account](https://fa.lynchburg.edu/netpartner/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fnetpartner%2fNetPartnerStudent) to view the documents you must provide to the Office of Financial Aid.

**Step 1 - Submit Required Tax and Income Information:**

You have three options for providing tax and income information:

**1. You may use the FAFSA IRS Data Retrieval Tool (DRT)**

⏵If you used the DRT when you completed your initial FAFSA, you may skip to **Step 2** below

⏵To use the DRT, return to <https://studentaid.ed.gov/sa/fafsa> and login as a Returning User

⏵Click **Make FAFSA Corrections**

⏵For both the parent & student income questions, use the **IRS Data Retrieval Tool (DRT)** in the financials section

⏵Be sure to submit the correction using an FSA ID for both a parent (if dependent) and the student.

**2. Or,** provide a **SIGNED copy of your 2020 Federal Tax Return. Include Schedules 1, 2, & 3** (if used to complete the return)

**3. Or,** provide a **2020 IRS Tax Return Transcript** (see instructionsbelow)

If you filed a 2020 amended tax return, provide a *signed* copy of the original IRS Tax Return and IRS Form 1040X (Amended Return).

If your parent(s) did not file taxes for 2020, each parent must provide a **Verification of Non‐Filing Letter** from the IRS and copies of all 2020 W2 forms received from employers. If you are an independent student (no parent information was required to complete the FAFSA) and you did not file a 2020 federal tax return, an IRS **Verification of Non-Filing Letter** will be needed along with copies of all 2020 W2 forms received from employers.

**How to obtain an IRS Tax Return Transcript or IRS Verification of Non-Filing Letter:**

⏵Go to the IRS Web Page [www.irs.gov](http://www.irs.gov)

⏵Click on **“Get Your Tax Record”**

⏵Click on blue button, “**Get Transcript ONLINE**” for an immediate copy of your transcript

⏵Sign in or create an account

⏵Request a “**Tax Return Transcript**” for the tax year **2020**

⏵Remember, if the parent *and* student both filed federal tax returns, both must request individual transcripts.

⏵These are the same instructions to request a **Verification of Non-Filing Statement**

⏵You may also call 1-800-908-9946 to order the transcripts needed.

**Step 2 - Complete the 2022-23 Verification Worksheet**

Complete the University of Lynchburg [**Verification Worksheet**](https://www.lynchburg.edu/undergraduate-admission/financial-aid/forms-and-publications/)

**Step 3 – Submit Financial Aid Forms & Documents Securely**

[**Submit forms and documents electronically to the Office of Financial Aid**](https://www.lynchburg.edu/undergraduate-admission/financial-aid/forms-and-publications/)**.** You may use a mobile device or a computer, and use the Guest Exchange option that does not require a username and password.

If documents are incomplete (missing signatures, questions left blank, etc.) or raise questions requiring clarification, we will contact you to let you know what additional items may be needed.