BACKGROUND: Your FAFSA submission was selected by the federal processor for review in a process called “Verification.” Belhaven University is required to compare the information you provided on the FAFSA with your 2012 federal tax transcript and other financial documents.

The FAFSA verification process has significantly changed beginning with the 2013-14 school year. If you did not use the IRS Data Retrieval Tool when completing the FAFSA, the Department of Education is requiring you to submit a copy of your 2012 IRS Tax Transcript. You may no longer submit an IRS tax return. OR, you may return to www.fafsa.gov and use the Data Retrieval Tool. (See Option below.)

Step 1: Documentation
- Submit all Verification Documents to the Belhaven University Financial Aid Office promptly!
- If we require an IRS Tax Transcript, you will see it listed as one of your required documents.
- If we are not requesting parent, student, and/or spouse IRS Tax Transcripts because you used the IRS Data Retrieval Tool when completing the FAFSA, skip to Step 2 below.

IRS Transcript Request Instructions:
2. Under Tools click on “Order a Tax Return or Account Transcript.”
3. Choose “Go Get Your Transcript!” & follow the prompts.
4. In the “Type of Transcript” field, select “Tax Return Transcript,” & in the “Tax Year” field, select “2012.”
5. If successfully validated, tax filers can expect to receive a paper Transcript within 5-10 days.
6. Remember, if the parent/spouse and student both filed federal tax returns, both must request individual transcripts. Or, you may call 1-800-908-9946 to order the transcripts needed (parent/spouse and/or student).

Option to Replace: Providing the Federal Tax Transcript:
- In place of submitting the tax transcript(s), you may return to www.fafsa.gov to make corrections.
- For both the parent & student income questions, request these fields be populated using the IRS Data Retrieval Tool.
- Be sure to submit the correction using federal PINs for both a parent (if dependent) and the student.
- A new Student Aid Report will be sent to you and to all the schools listed on your FAFSA.
- Verification can be completed by submitting only the Verification Worksheet and copies of all 2012 W-2/1099 forms.

Step 2: Verification Worksheet
- Complete the Verification Worksheet in its entirety.
- Dependent student – A parent and the student must sign the last page of the worksheet.
- Independent student – Only the student must sign the last page of the worksheet.
- Return the Worksheet and all requested Verification Documents to the Belhaven University Financial Aid Office.
- The documents may be faxed to 601-353-0701 or scanned & emailed to studentaid@belhaven.edu.
- You may mail the documents to: Belhaven University, 1500 Peachtree Street, Box 159, Jackson, MS 39202.

Step 3: Other Documents
- In addition to the Verification Worksheet and IRS Tax Transcript(s), you will be asked to submit copies of all W-2 forms, 1099 Forms, and Schedule C if anyone in your family is self-employed.
- If you have questions, contact the Financial Aid Office at studentaid@belhaven.edu or call 601-968-5933 for assistance.