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2014-2015 Verification Checklist

If your 2014-2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "verification", you can use this checklist to assist you in determining the documentation you will need to submit to Drexel. Please **do not** submit this checklist along with your other documents to Drexel for verification review; this checklist is solely to assist you with the collecting and submitting the appropriate documentation.

About the Verification Process

In the verification process, Drexel will compare information from your 2014-2015 FAFSA with IRS data for 2013. Federal regulations require Drexel to collect this information before disbursing federal aid. Failure to respond with all required documentation will result in the cancellation of your federal financial aid for the 2014-2015 academic year.

If there are differences between your FAFSA information and the verification documents you have submitted, Drexel will make the corrections and send the required changes electronically to the federal student aid processor to have your information reprocessed. You will be notified via e-mail regarding any changes/corrections made by Drexel to your 2014-2015 FAFSA.

Information About the IRS Data Retrieval Tool

If you used the IRS Data Retrieval Tool when completing your 2014-2015 FAFSA, you are not required to submit an official IRS Tax Return Transcript for verification.

If you did not use the IRS Data Retrieval Tool, you still have the option to before the verification review instead of submitting IRS Tax Return Transcripts. To do so, you will need to login at www.fafsa.ed.gov and select the "Make a Correction to a Submitted FAFSA" option.

Please note that not all individuals are eligible to use the IRS Data Retrieval Tool. If you attempt to use the Data Retrieval Tool but the information is not correctly transferred to your FAFSA from the IRS, you will need to submit an official IRS Tax Return Transcript for verification.

Information About Tax Return Transcripts

If you, your spouse (if married) and/or your parent(s) (if a dependent student) filed a U.S. Tax Return for the 2013 tax year, and did not or could not use the IRS Data Retrieval Tool, you, your spouse and/or parent(s) will be required to submit an official IRS Tax Return Transcript to Drexel as part of this process.

Please note that an official IRS Tax Return Transcript is the ONLY tax form Drexel can accept for verification. Please **do not** submit a copy of your actual tax return or an official IRS Tax Account Summary.

You can request an official IRS Tax Return Transcript of your 2013 tax return from the IRS by calling 1.800.908.9946 or by visiting the IRS Tax Return Transcript website: http://www.irs.gov/Individuals/Get-Transcript.

Information about the Verification Worksheet

All students selected for verification are required to complete and submit a 2014-2015 Verification Worksheet. Please make sure to read all instructions carefully and fill in all sections completely.

Depending on your circumstances, you may also need to submit the Supplemental Verification Worksheet.

Both forms can be obtained online at http://drexel.edu/drexelcentral/about/forms/.

How to Use This Checklist

The checklist below details the different items you may need to submit for the verification process. With the exception of the Verification Worksheet, you may not need to submit all of the documentation listed below, depending upon your financial situation.

Please note that for certain items, you may need to provide additional proof beyond the verification worksheet.

Certain items may require you to complete and submit the appropriate sections of the Supplemental Verification Worksheet.

Required Documents	Student	Spouse (if married)	Parent 1	Parent 2
2014-2015 Verification Worksheet				
2013 official IRS Tax Return Transcript (if you did not use the IRS Data Retrieval Tool)				
2013 W-2 Wage Statement(s)				
If you have income from a partnership, submit Schedule K-1 (IRS Form 1065) from your 2013 tax return.				
If you reported more than $1,500 on IRS Schedule B, please submit bank and/or brokerage statements showing the balances - not including interest earned - of all accounts listed on this schedule as of the dat your filed your 2014-2015 FAFSA.				
If you reported a property or properties on IRS Schedule E, please complete and submit the Real Estate section on the Supplemental Verification Worksheet.				
If you filed an IRS Schedule C or listed a business on IRS Schedule E and your business has more than 100 employees, please complete and submit the Business Value section on the Supplemental Verification Worksheet.				
If you filed an IRS Schedule F, please complete and submit the Farm Value section on the Supplemental Verification Worksheet.				
If you received child support in 2013, please complete and submit the Child Support Received section of the Supplemental Verification Worksheet.				
If you paid child support in 2013 please complete and submit the Child Support Paid section of the Supplemental Verification Worksheet or attach an itemized listing for each child and the amount paid to the verification worksheet.				
If you received non-educational VA benefits in 2013 please provide proof of all benefits received. Benefits you need to submit documentation for include Disability or Death Pension, Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study Allowances.				
If you received housing and/or food and/or living allowances paid to members of the military or clergy, please provide documentation of this funding.				
If anyone in your or your parent(s)' household received combat or special pay in 2013, please provide documentation of this income.				
If anyone in your or your parent(s)' household received SNAP Benefits/Food Stamps in 2013, please provide documentation of eligibility for these benefits.				