



VERIFICATION FREQUENTLY ASKED QUESTIONS

Question: What is verification?

Answer: Verification is the process of confirming the information you provided on the Free Application for Federal Student Aid (FAFSA®). The purpose of verification is to ensure you are not over or under awarded with financial aid.

Question: Why was I selected?

Answer: Generally, one out of every three students will be selected for the verification process. Most students will be randomly selected while others will be selected if there are any inconsistencies on their FAFSA.

Question: What happens if I do not submit the requested documents?

Answer: Completing the verification process is required for students to receive federal and state financial aid. Delaying this process may delay the disbursement of those funds, and failure to complete this process may result in the funds not being disbursed at all. If you plan on utilizing federal and state financial aid, it is important that you submit the requested documentation as soon as possible.

Question: How do I find my requested documents?

Answer: Step 1: Log in to the **Student Portal** at my.chamberlain.edu.

Step 2: Click or tap on **Document Center** on the **Left Navigation**

Step 3: On the **Document Center** page, a list of missing items will be presented. To view the status of each document, click or tap on the arrow to the left of the document.

To access PDF versions of certain forms, visit chamberlain.edu/formslibrary.

Question: How do I submit my tax information?

Answer: If you did not file taxes, please follow the instructions in the Tax Filing Status section(s) of the Verification Worksheet. If you have filed your taxes, please follow the steps below:

You have four options to request and submit your tax return transcripts:

Option 1: The quickest way to complete the tax requirements of verification is to use the IRS Data Retrieval Tool (DRT) on the FAFSA. If you used the IRS DRT when you first completed your FAFSA or filed your taxes in a way that is not supported by the DRT, you will not be eligible to use this method. Please visit fafsa.ed.gov/help/irshlp10.htm to determine if you are eligible to use the DRT.

If you are eligible, log in to fafsa.gov using your FSA ID and select Make FAFSA Corrections for the award year for which you are required to complete verification. Next, select the Financial Information tab located at the top of the application. On the Financial Information page, follow the steps to link your tax information to your FAFSA.

If you need assistance with the DRT, please contact the FAFSA Helpline at **800.433.3243**.

Option 2: Visit irs.gov/Individuals/Get-Transcript

- Click or tap **Get Transcript By Mail** and complete all required fields.
- Click or tap **Get Transcript Online**. You will need to register to use this service if you have not already created an account.

Option 3: Contact the IRS via telephone at **800.908.9946**. Follow the appropriate prompts to order a copy of your tax transcript

Visit the IRS' help page:

irs.gov/individuals/irs-offers-help-to-students-families-to-get-tax-information-for-student-financial-aid-applications

if you need more details on requesting your tax transcripts for financial aid purposes. Once you receive your tax transcripts from the IRS, remember to submit them to your student support advisor.

Option 4: For the 2018-2019 and 2019-2020 award years, students, parents, and spouses can turn in a signed copy of the standard tax forms of 1040, 1040A, and 1040EZ that was submitted to the IRS.

Once you have the signed form, remember to submit your tax documents to your student support advisor.