


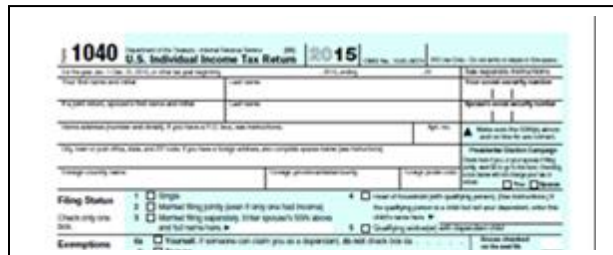
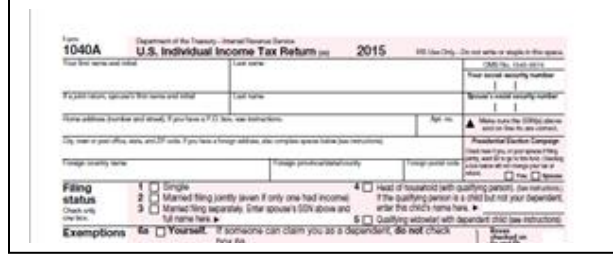
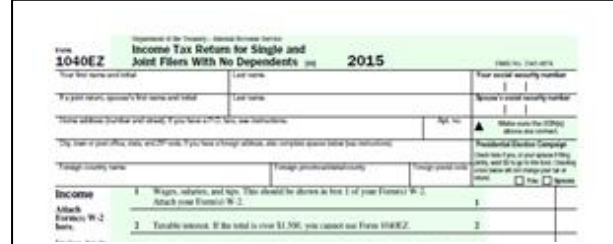


# 2018-2019 Financial Aid Application Procedures for Students Selected for Verification

**Verification:** A process in which students and/or parents provide proof that the information reported on the FAFSA is accurate.

## 2016 Tax Year

**Note:** Personal copies of your federal tax return are not accepted.

 <b>SUBMIT</b> <h3 style="color: green;">2016 IRS Tax Return Transcript</h3> <div style="border: 1px solid black; padding: 5px;">  </div>	 <b>DO NOT SUBMIT</b> <h3 style="color: red;">IRS Form 1040</h3> <div style="border: 1px solid black; padding: 5px;">  </div> <h3 style="color: red;">IRS Form 1040A</h3> <div style="border: 1px solid black; padding: 5px;">  </div> <h3 style="color: red;">IRS Form 1040EZ</h3> <div style="border: 1px solid black; padding: 5px;">  </div>
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Details on ordering an IRS Tax Return Transcript: [www.hesaa.org/Documents/RequestIRSTRT.pdf](http://www.hesaa.org/Documents/RequestIRSTRT.pdf)

Order an IRS Tax Return Transcript online: [www.irs.gov](http://www.irs.gov)

Order an IRS Tax Return Transcript by phone: 1-800-908-9946

**Note:**

- ✓ If the value on **line 17** of IRS Form 1040 is from rental property, other real estate and/or from renting part of the home, submit mortgage statement(s) showing the unpaid mortgage balances from mortgage holders as of 12/31/2017.
- ✓ If the value on **line 17** of IRS Form 1040 is from a business (Partnership/S Corporation), submit all pages and schedules of the 2016 business return including Schedule L (balance sheet), Schedule K-1(s) and form 8825. If the business has rental property or owns property, submit mortgage statement(s) showing the unpaid mortgage balances from mortgage holders as of 12/31/2017. Submit a written statement listing the addresses of all rental properties if form 8825 is unavailable.

✓ **In addition to the 2016 IRS Tax Return Transcript, submit a copy of Schedule E if there is a value on line 17 of your 2016 IRS Form 1040**

**Schedule E**  
Income or Loss from Rental Real Estate and Royalties

**Schedule E**  
Income or Loss from Partnerships and S Corporations, Estates and Trusts or Real Estate Mortgage Investment Conduits

**2016 IRS Form 1040**  
**✗ DO NOT SUBMIT**

If there is a value on line 17, submit a copy of Schedule E along with 2016 IRS Tax Return Transcript