

# 2021-2022 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.

## 2019 Tax Year

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

<b>SUBMIT</b>	<b>DO NOT SUBMIT</b>
<h3>2019 IRS Tax Return Transcript</h3>	<h3>IRS Form 1040</h3>

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 5** of IRS Schedule 1-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 12/31/2020.
- ✓ If the value on **line 5** of IRS Schedule 1-Form 1040 is from a business (Partnership/S Corporation), submit all pages and schedules of the 2019 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 12/31/2020. Submit a written statement listing the addresses of all rental properties if form 8825 is unavailable.

**✓ In addition to the 2019 IRS Tax Return Transcript, submit a copy of both Schedule 1 and Schedule E if there is a value on line 5 of your 2019 IRS Schedule 1- Form 1040**

**Submit: Schedule E pg1**

**Schedule E pg2**

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

**Submit: 2019 IRS Schedule 1**

**If there is a value on line 5, submit a copy of both Schedule 1 and Schedule E along with 2019 IRS Tax Return Transcript**