

How To Verify Income Reported On The FAFSA

Why you are asked to complete this process: You reported on the FAFSA that you filed an income tax return (or will file a tax return) for 2013. The government is requiring Corban to verify this information in order to complete your application for financial aid.

There are two options for verifying your income:

We have listed instructions below for using the IRS Data Retrieval Tool through the FAFSA, or ordering an IRS Tax Return Transcript. Either option will work to verify your income, so feel free to use the option that works best for you. Keep in mind, you will not be able to use either option until you have filed a 2013 IRS income tax return.

- **IRS– Data Retrieval Tool**

The IRS Data Retrieval Tool is a tool within the FAFSA used to transfer your 2013 IRS income tax information directly into the FAFSA. This is a secure, safe and reliable way for us to verify your income. If you have filed an IRS income tax return for 2013, go to <https://fafsa.gov/> and log in to make corrections. For specific instructions on using the IRS Data Retrieval Tool, watch the instructional video at the link below:

<http://www.youtube.com/watch?v=9ZNRdk3iXeM>

- **IRS Tax Return Transcript**

The IRS Tax Return Transcript can be ordered online, or by phone and will be mailed to the address on the 2013 IRS income tax return.

ONLINE: To get a copy online, go to <http://www.irs.gov/Individuals/Get-Transcript>

BY PHONE: To get a copy by phone call 800-908-9946

Make sure to request a copy of the "TAX RETURN TRANSCRIPT" and NOT the "Tax ACCOUNT Transcript."

If you choose the Tax Return Transcript option, send a copy to:

**Corban University Financial Aid Office
5000 Deer Park Drive SE, Salem, OR 97317
Or Fax to: 503-585-4316**

Questions? Call 503-375-7006 or email: financialaid@corban.edu