

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “Verification.” Provide documentation needed to complete this verification process as soon as possible so that your financial aid will not be delayed. Please be aware that your financial aid eligibility may change based on verification.

### **Verification of 2015 Income Information for Individuals with Unusual Circumstances**

#### **Individuals Granted a Filing Extension by the IRS**

If an individual is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2015; and
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; and
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2016. (See document “2015 IRS Verification of Non-filing Info” available at [www.olivet.edu/verification](http://www.olivet.edu/verification)); and
- A copy of IRS Form W–2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.

#### **Individuals Who Filed an Amended IRS Income Tax Return**

If an individual filed an amended IRS income tax return for tax year 2015, provide both of the following:

- A **2015 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed); and
- A signed copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

#### **Individuals Who Were Victims of IRS Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS by calling 1-800-908-4490; and
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

#### **Individuals Who Filed Non-IRS Income Tax Returns**

An individual who filed or will file a 2015 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide a signed copy of that 2015 income tax return(s). If you are unable to obtain a copy of the foreign tax return, please contact the Office of Financial Aid for more information.