



## 2017-18 Verification Instructions for Dependent Students

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Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for a review in a process called “verification.” Please read the following instructions carefully.

### Information about the Verification Process

In the verification process, The Juilliard School will compare information from your FAFSA with IRS data for 2015. Federal regulations require us to collect this information before disbursing federal aid (Pell, Stafford loans, etc.) Failure to submit all required documentation will result in the cancellation of your federal aid, which may result in a balance due to your student account.

If there are differences between your FAFSA information and the verification documents you have submitted, we will make the necessary corrections and send the required changes electronically to the Department of Education for reprocessing. You will be notified via email of any corrections made to the FAFSA.

#### 1. Complete the Verification Worksheet

All students selected for verification are required to complete and submit a [Verification Worksheet](#). Fill in all sections completely.

#### 2. The IRS Data Retrieval Tool (DRT)

The IRS Data Retrieval Tool (DRT) is the fastest and easiest way to ensure that your FAFSA is accurate. It allows students and parent(s) to transfer tax data directly into the FAFSA. The DRT will become available 2-3 weeks after the 2015 income tax return has been filed electronically or 6-8 weeks after the paper income tax return has been received by the IRS. Please review the FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) for instructions. For more information and assistance on the DRT, visit [www.studentaid.gov](http://www.studentaid.gov).

**If you used the DRT when completing the FAFSA, you and your parent(s) are not required to submit an official IRS Tax Return Transcript for verification, unless specifically requested by The Juilliard School. If you need to return to the FAFSA, you will see that questions that are populated with tax information will be marked with “Transferred from the IRS.” Please do not make any changes to those answers or you will invalidate the information you retrieved.**

### Information about Tax Return Transcripts

If you are unable to use the DRT, you will need to submit a Tax Return Transcript and any W-2 statement(s) you and your parent(s) received for 2015 to the Office of Financial Aid. You can request an official 2015 Tax Return Transcript from the IRS by:

- MAIL or ONLINE at <https://www.irs.gov/Individuals/Get-Transcript>
- Automated Telephone Request – 1-800-908-9946
- IRS Form 4506T-EZ or IRS Form 4506-T <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> (form begins on page 2)

**Students and parents who are not able to successfully register to use the Get Transcript Online tool, must request and submit a Verification of Non-Tax Filing (VONF) letter using IRS Form 4506-T and checking box 7. A VONF letter is not available through the online Get Transcript by Mail or through the automated phone request process.**

**Contact our office if you or your parents are non-tax filers, have filed for an extension, have amended your tax return or have been a victim of tax-related identity theft.**

**Please note that a Tax Return Transcript is the ONLY tax form acceptable for verification.  
Do not submit a copy of your 2015 tax return or a Tax Account Transcript.**

**This page is for reference only. Do not mail to the Office of Financial Aid.**