

# Verification Help Sheet

Your FAFSA has been selected for Verification by the federal processor. Please complete the Verification steps outlined below.

## FIRST STEP: Complete Worksheet

- Complete Verification worksheet IN FULL (every answer must be complete, even if it is '0') and submit to LBC. All signatures must be handwritten (electronic signatures are not valid).

## SECOND STEP: FOR TAX FILERS Only

Provide proof of IRS Tax Data for each tax filer listed in the FAFSA. Follow the options below: **NOTE: This step is only needed if you have NOT used the DRT (Data Retrieval Tool) when you filed the FAFSA.**

FAFSA IRS Data Retrieval Tool (preferred method)

1. Login to your FAFSA at [www.fafsa.gov](http://www.fafsa.gov) using your FSA ID.
2. Go to the Financial Information
3. Answer the questions to use the IRS Data Retrieval Tool for BOTH student and parent tax filers. (Independent students verify student tax information.
4. Go to the Save and Submit section and submit changes. For help, visit <https://studentaid.ed.gov/sa/resources/irs-drt-text>

OR

Signed Copy of your Federal Income Tax Return used to file the FAFSA (1040)

OR

IRS Request - The tax return transcript will be mailed to your home address.

Go to [www.irs.gov](http://www.irs.gov) and, click on the "Get your Tax Record" box, then the "Get Transcript by Mail" box. Select Return Transcript and select tax return used to file the FAFSA.

## THIRD STEP: Submit Paperwork

- Upload ALL completed and signed documents on the **MY LBC Student Portal** located in the Financial Aid section under Documents (recommended most secure way).

You may also mail, email, or fax documents to the LBC Financial Aid Office:

Scan/email to [financialaid@lbc.edu](mailto:financialaid@lbc.edu)

OR

Fax to the Attention of Financial Aid 717.560.8216

## SECOND STEP: For NON TAX FILERS Only

If you are a **dependent student** and **your parent** did not file their taxes or you are an **independent student** that has not filed their taxes, you will need to provide proof of this non-filing status, by requesting a Confirmation of Non Filing from the IRS:

1. Request a PDF Confirmation of Non Filing on the IRS website

<https://www.irs.gov/individuals/get-transcript>, Select "Get Transcript Online". Provide the account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan AND a mobile phone with your name on the account in order to use this option.

OR

1. Submit a request for a Confirmation of Non Filing using IRS form 4506

<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Mail or Fax (see instructions attached to the form for the address or Fax number to send it to) the form to the IRS, checking box #7, and the Confirmation of Non Filing document will be mailed to either you or Lancaster Bible College, depending on how you complete the form.