



The Authority on Financial Aid

# 2020-2021 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.

## 2018 Tax Year

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

<h3 style="color: green; margin: 0;">SUBMIT</h3> <h2 style="color: green; margin: 0;">2018 IRS Tax Return Transcript</h2> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>	<h3 style="color: red; margin: 0;">DO NOT SUBMIT</h3> <h2 style="color: red; margin: 0;">IRS Form 1040</h2> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>
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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 17** 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 12/31/2019.
- ✓ If the value on **line 17** of IRS Schedule 1-Form 1040 is from a business (Partnership/S Corporation), submit all pages and schedules of the 2018 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 12/31/2019. Submit a written statement listing the addresses of all rental properties if form 8825 is unavailable.

✓ **In addition to the 2018 IRS Tax Return Transcript, submit a copy of both Schedule 1 and Schedule E if there is a value on line 17 of your 2018 IRS Schedule 1- Form 1040**

**Submit: Schedule E**

**Schedule E**

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

**Submit: 2018 IRS Schedule 1**

**If there is a value on line 17, submit a copy of both Schedule 1 and Schedule E along with 2018 IRS Tax Return Transcript**