



Your application for Federal Financial Aid was selected by the U.S. Department of Education for a review process called Verification. In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on the attached form and with a transcript of your federal tax return (student and parent transcripts are required if the student is considered dependent for federal aid purposes). If there are differences between your application and the documents you've submitted, corrections may be needed.

As a part of the verification process, the Financial Aid Office will need final, official tax documents. This information can be provided in one of the following manners. You do not need to provide both.

- Use the IRS Data Retrieval Tool when completing or correcting the FAFSA. If both the parent and student filed taxes, both sets of financial information will need to be linked. Resubmit the FAFSA after the IRS Data Retrieval Tool has been used.
- Request a copy of your Tax Return Transcripts from the IRS. Please note, the university cannot accept a copy of your tax return. Tax transcripts can be requested by going to irs.gov and clicking *Get a Tax Transcript*. You may also call the IRS at 1-800-908-9946. Please allow two weeks from the date taxes were electronically filed and eight weeks from the date taxes were paper filed for the information to be available on the IRS website.

Please return the completed verification worksheet and provide tax information within 15 days of receipt of this letter. Failure to complete the verification process will result in forfeiture of your eligibility for federal financial aid. If verification is not complete prior to the start of the academic period, your student account may be subject to late fees.

If you have any circumstances that will hinder your ability to provide the requested information by the abovementioned timeframe, please contact us. Documents can be returned by mail, fax or email with attention noted to the Financial Aid Office. Please let us know if there is anything we can do to help.

The Ohio Valley University Financial Aid Team:

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