



HOW TO UPLOAD A FILE TO YOUR ONLINE VERIFICATION WORKSHEET

You can now electronically sign and securely submit financial aid documents online through a new student financial aid portal. If you need to upload a file to the online verification worksheet, there are a variety of options.

NOTE: If your tax document is multiple pages, you must merge these pages into one file. The file can be a PDF, Word document, or JPEG but cannot exceed 25MBs in size.

Example of the upload feature:

Click on the “browse” button to upload documents

C. Student's Income Information to be Verified
NOTE: If you are not able to upload the required documents, you will not be able to submit this worksheet electronically. You will be able to download the results in hard-copy format. If you would like help with this process, please do not hesitate to contact a college financial aid representative.

Did you, the student, file taxes in 2018?

Did you, the student, use **IRS Data Retrieval Tool** in FAFSA-on-the-Web to transfer 2018 IRS income tax information into the FAFSA?

A Tax Return Transcript is required in order to complete the income verification process.
Please upload your **IRS 2018 tax return Transcript OR a signed copy of the 2018 Form 1040** that you submitted to the IRS:

Files over 25 MB will not be accepted

Click on the “browse” button to upload documents

D. Parents' Income Information to be Verified
NOTE: A parent account must be created in order to provide the required income information for each parent/stepparent listed in Section B of this worksheet. If the required parent income documents cannot be uploaded or the worksheet is not submitted with a parent's electronic signature, this worksheet will remain in a pending status. A college financial aid representative may be able to offer assistance with this process.

Make sure that your response matches the filing status you reported for yourself (and/or your spouse, if married) on your FAFSA.

Did you, the parent(s), file taxes in 2018?

Did you, the parent(s), use **IRS Data Retrieval Tool** in FAFSA-on-the-Web to transfer 2018 IRS income tax information into the FAFSA?

A Tax Return Transcript is required in order to complete the income verification process.
Please upload your **IRS 2018 tax return Transcript OR a signed copy of the 2018 Form 1040** that you submitted to the IRS:

[Note: If you filed a joint tax return, but the parent marital status on the FAFSA was reported as separated, divorced or widowed, you must include copies of all IRS Form W-2s with the tax forms.]

Files over 25 MB will not be accepted

If you are obtaining an IRS tax return transcript or an IRS Letter of Non-Filing online from the IRS “Get Transcript” website: The Get Transcript website <https://www.irs.gov/individuals/get-transcript> will provide you with a PDF file that will contain the complete tax return transcript. Once you have downloaded the PDF file onto your computer or device, you can upload the file to the online verification worksheet.

If you are obtaining an IRS Tax Return Transcript/IRS Letter of Non-filing through the mail or submitting copies of the 2018 income tax return (1040 Form):

- You will need to scan the pages into one PDF file that can be uploaded to the online verification worksheet **or**
- Take photos of each page of the document and copy/paste into a word document. These steps can be completed on your PC or mobile device by using Microsoft Word or Apple’s Pages app **or**
- Take photos of each page of the document and merge the photos into one file using an app on your smartphone. There are several apps for merging photos into a single PDF in both the Apple App store (iOS devices) and Google Play (Android Devices).