Providing Income Verification for the 2015 Income Tax Year

The U.S. Department of Education requires schools to verify the income information on some FAFSA applications. You can provide the requested information to the Office of Scholarships and Financial Aid by submitting an official IRS Tax Return Transcript.

Using an IRS Tax Return Transcript to Verify Income

- Be sure that copies of all pages of the IRS Tax Return Transcript(s) are legible and unaltered.
- Be sure the student’s OSU Banner ID (starts with “A”) is written on the Tax Return Transcript.
- If the Tax Return Transcript is printed front/back, be sure to copy both sides of the page or fax both pages to our office.
- Check the copies to be sure all figures are legible.

Helpful Hints

- **DON’T** submit a personal copy of your federal income tax return; provide an official IRS Tax Return Transcript.
- **DON’T** submit copies of state tax returns.
- Tax schedules are not generally required for verification. If they are needed at a later date, we will notify the student of the specific item(s) required.
- **E-Filers:** If an electronic return was filed, Forms 8453 and other summaries of electronic filing are **not** acceptable for financial aid purposes. Instead, provide an official IRS Tax Return Transcript as discussed above.

Once we receive all items, we will proceed with verification and determination of award eligibility.

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