Verification FAQs

Please only submit the documents MIAD's Financial Aid Office has requested.
Verification is specific to each student's FAFSA, meaning some of these questions may not be applicable for your situation.

Why am I being asked to submit a Verification worksheet and/or tax documents?

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we MUST confirm the information reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on the verification worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. We may ask for additional information.

What if I don't have a copy of my Federal 1040 Tax Return and Schedules 1, 2, or 3?

There a few ways to can get us the tax information we need:

1. If you use a tax organization, professional, or online software to file your taxes they may have a copy of your Federal 1040 Tax Return and Schedules 1, 2, or 3. Reach out to them, or log into the program and print a copy.
2. Tax information can be directly transferred from the IRS into the FAFSA by using the Data Retrieval Tool (DRT) within the FAFSA application. Student and/or parent can try to submit tax information with the DRT by logging back into the FAFSA at fafsa.ed.gov and making a correction.
3. Tax information can be requested from the IRS. The IRS Tax Return Transcript has all the equivalent information found on your Federal 1040 Tax Return and Schedules. It can be downloaded online, or can be mailed to you - https://www.irs.gov/individuals/get-transcript. You can also request the form by calling the IRS at 1-800-908-9946.

What are Schedules 1, 2, or 3?

Depending on what types of income and taxes a person has to pay they may have completed tax forms called Schedules, 1, 2 or 3. If a student or parent(s) needed to complete these schedules they will be the pages right after their 1040 federal form and have the words Schedule 1, 2, or 3 in the upper left hand corner. Some people do not need to complete these schedules so if you can't find any with your tax documents please submit a signed copy of the Federal 1040 Form and we'll review.

What if I don't have a copy of my W2(s)?

Per federal regulations we would ask that you try all of the following options to get a W2 or equivalent:

1. Request a duplicate from the employer who issued the original W2.
2. Request a Wage and Income Transcript from the IRS, by using the "Get Transcript Online" tool (https://www.irs.gov/individuals/get-transcript), or filling out the Form 4506-T (https://www.irs.gov/forms-pubs/about-form-4506-t).
3. Reach out to MIAD's Financial Aid Office at finaid@miad.edu if the first two options were unsuccessful.

What is a Verification of Non Tax Filing and how to I get it?

On the FAFSA application or on the Verification Worksheet submitted it was indicated you did not file federal taxes. The federal government requires we verify this by asking you to request a Verification of Non-Filing Letter.

Request a Verification of Non Filing from the IRS, by using the "Get Transcript Online" tool (https://www.irs.gov/individuals/get-transcript), or filling out the Form 4506-T (https://www.irs.gov/forms-pubs/about-form-4506-t). Reach out to MIAD's Financial Aid Office at finaid@miad.edu if these two options were unsuccessful.

Not sure what document or information we're asking for…

Reach out to the Financial Aid Office via email (finaid@miad.edu) or phone (414.847.3234). We would love to first clarify exactly what we are looking for to ensure we complete the verification process as quickly as possible.

Information can be mailed or faxed to MIAD. Please do NOT electronically send sensitive documents without ensuring you have redacted or properly secured all personal identifying information.