

## INSTRUCTIONS:

**The parent's income information needs to be verified.**

**If you did or will file 2013 Federal Income Tax Return:**

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the parent has not already used the tool, the parent should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent is eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into the FAFSA. You must then sign and submit your FAFSA so that the data is sent to us. Further instructions on the IRS Data Retrieval Tool can be found at [www.MiamiOH.edu/verification](http://www.MiamiOH.edu/verification).

If you are not able to use the IRS Data Retrieval Tool then you will need to send us a copy of your IRS tax return transcript. You can request an IRS tax return transcript by calling the IRS at 1-800-908-9946 or by completing the [IRS online request](#). Verification cannot be completed until the IRS tax return transcript has been submitted to the school. **We cannot accept federal or state tax returns** or the U.S. Individual Tax Declaration for Electronic Filing (Form 8453). You must provide a copy of IRS Tax Return Transcript. Further instructions can be found at [www.MiamiOH.edu/verification](http://www.MiamiOH.edu/verification). Please **do not submit any original** document(s) to our office as we will be unable to return them. If the parents are married, and separate 2013 tax returns were filed, 2013 IRS tax return transcripts must be submitted for each parent.

**If you will not file and are not required to file a 2013 Federal Income Tax Return:**

We are required to have a statement from you explaining how you are financially supporting yourself. Please submit a written statement signed by you with this information including:

- income earned from work
- child support received
- worker's compensation
- untaxed pensions
- additional income (identify source)

If you have any questions, please contact your financial aid counselor.

For office use only:

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