

Verification Policy 2024-2025

Following federal guidelines, Saint Leo University (SLU) verifies 100% of applications that are selected for verification and are accepted for admission. As needed, SLU will select an application for verification with conflicting, or otherwise unclear, information.

Required verification items are defined below. Student and spouse or parents (otherwise known as contributors), must provide consent to sharing and importing income and tax information from the IRS to the FAFSA. If such data is transferred and NOT altered, the contributors will not be required to submit the appropriate tax documentation. (limited exceptions apply) Contributors 2022 tax return transcript(s) and applicable schedules will be required if the income and tax information is altered after import. If unable to import income and tax information or obtain a tax return transcript, please contact Student Financial Services.

Required Verification Items

- Adjusted Gross Income (AGI)
- Income Earned From Work
- U.S. Income Tax Paid
- Untaxed Portions of Individual Retirement Account (IRA) Distributions and Pensions
 - Rollover amount if reported on FAFSA
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Foreign Income Exempt from Federal Taxation

Not Required to File (Non-filer)

Income earned from work

- Acceptable documentation:
 - Verification worksheet or a signed and dated statement certifying that the student, spouse, or parent(s) of a dependent student, is not required to file a 2022 tax return: *and*
 - Sources and amounts of earnings, other income and resources that supported the individuals for the 2022 tax year; *and*
 - W2s for each source of 2022 employment income (if applicable)
- Family Size as listed and claimed on the IRS Tax Return
 - If transferred and not altered will not be required to submit documentation
 - If not transferred or altered, statement signed by the student or dependent student and parent, that lists the name and age of family members for the 2024-25 award year, and the relationship to the student.
- Identity/Statement of Educational Purpose
 - Acceptable documentation: Appear in person to a SLU official and present valid government-issued photo identification (driver's license, state issued photo ID or passport) **and** a signed statement of educational purpose. SLU will photocopy the identification, note on photocopy the name of the person accepting the documentation, and the date it was received. If unable to appear in person, the student must provide a valid government-issued photo identification (driver's license, state issued photo ID, or passport) **and** an original notarized statement of educational purpose signed by the student.

When applicants' FAFSA data is received and selected for verification, their record is flagged in the financial aid processing system with the appropriate documents required to complete verification, based on data from the application.

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The applicant is required to submit additional documentation, as requested, to clarify conflicting or otherwise unclear information. Students are notified of all documents required to complete the verification process via their SLU email address.

Students receive a communication via email with a link to important information about completing the verification process and a link to the student portal where they will complete the verification process. When verification is complete, the student is awarded based on eligibility and a financial aid offer letter is sent via email.

Deadlines:

- All financial aid applicants must submit the FASFA by midnight Central time, June 30, 2025.
- All requested documentation needed to complete the verification process must be received by Saint Leo University on or before September 7, 2025 or within 120 from your last day of enrollment, whichever is earlier.
- Verification documentation received on or after September 8, 2025 will be reviewed and if possible verification completed. (corrections cannot be made after September 13, 2025)
- Any updates made by the student/parent or corrections made by SLU must be submitted by midnight Central time, September 13, 2025.
- For all financial aid applicants selected for verification, the process must be completed prior to the deadline published in the *Federal Register*. The deadline is expected to be September 20, 2025 or 120 days after the last day of the student's enrollment, whichever is earlier.

Verification is complete when SLU has all requested documentation and a valid Student Aid Report. (One on which all the information is accurate and complete) This includes any necessary corrections that must be made by SLU.

Information for Individuals with Unusual Circumstances

Filing a Tax Extension:

To complete the verification process, you must provide:

- IRS approval of further extension (beyond the automatic six-month extension for tax year 2022); *and*
- A signed statement listing the sources of any 2022 income and the amount of income for each source; *and*
- Copy of W-2 and/or 1099s form(s) for each source of 2022 employment income
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2022.

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Victims of IRS Tax Related Identity Theft:

A victim of tax related identity theft who is not able to obtain a 2022 IRS Tax Return Transcript must submit a signed and dated statement indicating that they are the victim of IRS related identity theft and must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide a tax return database view transcript (TRDBV), by U.S. Postal Service that can be submitted to Saint Leo University.

Individuals Who Filed Non-IRS Income Tax Returns:

- A tax filer who filed an income tax return with Guam, American Samoa, the U.S. Virgin Islands or the Commonwealth of the Northern Mariana Islands or Puerto Rico may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

Individuals who are Non-IRS Nontax Filers:

Residents of the Freely Associated States (Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia), and a U.S. territory or commonwealth or a foreign central government who are not required to file an income tax return under that taxing authority's rules must submit a copy of their Wage and Tax Statement (or equivalent documentation) for each source of employment income received for 2022, a signed statement identifying all of the individual's income and taxes for 2022, and documentation from relevant tax authority dated on or after October 1, 2023 that indicates a 2022 tax return was not filed.

Income Information for Tax Filers and Nontax Filers:

An individual who did not retain a copy of his or her 2022 tax account information and for whom that information cannot be located by the IRS (or other relevant taxing authority) must submit to the institution:

- Copies of all of their IRS Form W-2s, a wage and income transcript, or an equivalent document;
- Documentation from the IRS or other relevant taxing authority that indicates the individual's 2022 tax account information cannot be located; and
- A signed statement that indicates that the individual did not retain a copy of his or her 2022 tax account information.

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IRS Transcript Request options

Make sure to request the “IRS Tax Return Transcript” and *NOT* the “IRS Tax Account Transcript.”

- Use IRS.gov to access Get Transcript Online; after verifying your identity, you may immediately download or print the transcript, or
- Use IRS.gov to access Get Transcript by Mail; transcript will be delivered within 10 days to the address of record, or
- Call 800-908-9946 for an automated Get Transcript by Mail feature, or
- Submit Form 4506-T or 4506T-EZ to have a transcript mailed to the address of record.

An IRS Tax Return Transcript is generally available within 2–3 weeks of being accepted by the IRS.