Your 2015-16 FAFSA application has been selected by the Federal Department of Education for a process called verification. Bethel is required to obtain your financial information in order to verify that the FAFSA is correct.

This will include a Verification Worksheet, which needs to be signed by the student, and a parent, if the student is a dependent. We are also required to ask you to correct your FAFSA using the IRS Data Retrieval Tool. The IRS Data Retrieval Tool enables you to quickly transfer your tax information directly to your FAFSA.

How does the IRS Data Retrieval Tool work?
IRS Data Retrieval is a process that links your FAFSA with your IRS Federal tax information. A student and/or parent is able to correct their previously completed FAFSA with the IRS Data Retrieval Tool by giving the IRS permission to transfer data directly into their FAFSA.

When should I use the IRS Data Retrieval Tool?
Approximately two weeks after electronically filing your federal tax return, your IRS data will be available to retrieve and transfer into your FAFSA. If you mail your tax return, IRS data is not available for 6-8 weeks.

What if I am not able to use the IRS Data Retrieval Tool?
In the event that you are unable to use this process, the student and/or parents must submit an IRS tax transcript for 2014. However, please note that the transcript might take longer, and that we will not be able to proceed until all documents have been received. Instructions on obtaining a transcript are on the reverse side.

What happens after I submit my Verification Worksheet and all the required information?
We will compare the information you have provided with your FAFSA and make corrections if necessary. We will then be able to determine what types of aid you are eligible for and can make a financial aid offer. You will be notified that this offer is available for you to view on our website.

Steps to correct your FAFSA using the IRS Data Retrieval Tool:
1. Use your FAFSA PIN to login at www.FAFSA.gov and ‘Make corrections’.
2. Go to the ‘Financial Information’ section to determine if you are eligible for data retrieval.
3. You will be redirected to the IRS website and verify your mailing address.
4. Once your data has been transferred to your FAFSA, make certain you submit your corrections and receive a confirmation number.
5. Do not make any further corrections to your FAFSA. Contact this office if you need assistance with this or other procedures.

Need help with this process?
We would be happy to help you by phone or in person. Contact information is on the reverse side. We also have more on this topic at www.BethelCollege.edu/verification.
IRS Tax Return Transcript Instructions

If you are unable or ineligible to complete the IRS Data Retrieval, you may request a free 2014 tax return transcript from the IRS one of three ways.

Online – view and print from IRS website
- Go to ‘Tools’ and click ‘Get Transcript of Your Tax Record’.
- Click ‘Get Transcript Online’. Set up a new account.
- Enter the tax filer’s SSN, date of birth, street address and zip code. Use the address currently on file with the IRS. The address must match your tax return identically.
- Request a ‘Tax Return Transcript’ for 2014.
- If successful, you can view and print a tax return transcript. Please submit a copy to this office.

Online – get transcript by mail
- Click ‘Get Transcript by Mail’
- Enter tax filer’s SSN, date of birth, street address and zip code. The address must match your tax return identically.
- Request a ‘Tax Return Transcript’ for 2014.
- If successful, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5-10 days.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party.

Telephone Request
- Available from the IRS by calling toll-free 800.908.9946.
- Tax filers must follow prompts to enter their SSN and the numbers in their street address. This is usually the address that was listed on the latest tax return filed.
- Request an IRS Tax Return Transcript for 2014.
- If successful, tax filers can expect to receive a paper transcript within 5-10 days.
- IRS Tax Return Transcripts requested by phone cannot be sent directly to a third party.

Once you receive your Tax Transcript, please sign it at the bottom and submit to this office at the following:

Bethel College Office of Student Financial Services  
1001 Bethel Circle  
Mishawaka, IN 46545  
Phone: 574.807.7415  
Fax: 574.807.7122  
E-mail: finaid@BethelCollege.edu

Bethel College is providing this information to you as a service and is not responsible for obtaining information from the IRS for students and/or parents.