



**SEATTLE
UNIVERSITY
SCHOOL OF LAW**

Student Financial Services
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Dear Student:

You have been selected to verify the information reported on your 2020-21 Free Application for Federal Student Aid (FAFSA). The U. S. Department of Education selects some financial aid applicants for the verification process. The documentation necessary to verify your application is indicated below. Enclosed you will find a Verification Worksheet.

Please provide the requested information within 30 days to ensure that your financial aid award can be finalized before the start of the academic year. ***Failure to complete the verification process will significantly delay or may result in the cancellation of a financial aid award.***

Entering students: If you receive an Award Letter prior to being verified, it is a tentative award and your financial aid may change due to the verification process. If so, we will notify you as soon as possible.

Continuing students: All verification items must be submitted prior to file evaluation and the awarding of financial aid.

Please submit/complete the following items:

- ✓ **A 2018 IRS Tax Information:** Use the IRS Data Retrieval Tool on the FAFSA on the Web (www.fafsa.gov) to transfer 2018 income information for you (& spouse, if applicable). Or, to obtain an IRS tax return transcript, go to <http://www.irs.gov/transcript>, or call 1-800-908-9946. Make sure to request the “**IRS tax return transcript**” and not the “IRS tax account transcript.” See the Verification Worksheet (C.1.) for more information. If you filed an amended tax return, please contact our office.
- ✓ **Copies of all W-2s**, if requested or if you (&/or spouse) were employed in 2018 but not required to file a 2018 tax return. If you did not keep a copy of your W-2s, request a copy from your employer(s). See the Verification Worksheet (C.2.) for more information.
- ✓ **Completed, signed and dated Verification Worksheet (enclosed).**

Note: You may be requested to provide additional information at a later date.

Thank you for your prompt attention to this matter. If you have any questions, please contact our office and we will be happy to assist you.