



Name \_\_\_\_\_

Empl ID \_\_\_\_\_

Date \_\_\_\_\_

**2018-2019 Cover Page for Tax Return Transcripts (FACPTRT)**

Your Free Application for Federal Student Aid (FAFSA) was selected by the federal government for a review process called “Verification.” In this process, the school will compare information from your FAFSA with information from your finalized 2016 tax form(s).

Using one of the options below, please submit your 2016 IRS Tax Return Transcript:

- 1) Log onto [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and using the Data Retrieval located in the student and parent financial/income section of the FAFSA.
- 2) Attach this Cover Page (completed) to each IRS Tax Return Transcript submitted.

**One Cover Page per Transcript.**

- Full name of person(s) who filed the attached IRS Tax Return Transcript:
  - Parent 1 (on FAFSA): \_\_\_\_\_
  - Parent 2 (on FAFSA): \_\_\_\_\_
  - Student: \_\_\_\_\_
  - Spouse of Student: \_\_\_\_\_

- IRS Tracking Number (est. 12 digits): \_\_\_\_\_

(On most transcripts, the Tracking Number can be located on the first page (not cover page) of the transcript, on the top right hand side, under Request and Response Date.)

**Signature of person(s) who filed attached transcripts.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_