

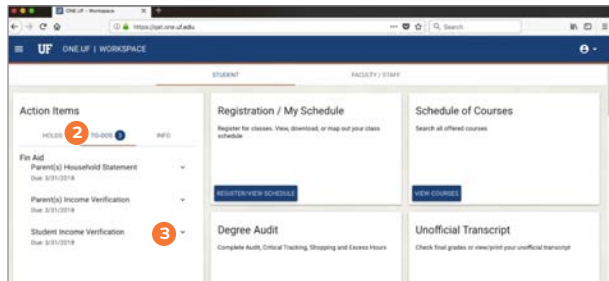
# Completing Financial Aid Federal Verification Forms

“Federal Verification” is a review process, mandated by the federal government, to check the accuracy of information reported on financial aid documents submitted by students and their families. Nationwide, the federal government selects more than 30 percent of student financial aid applications for verification.

If you are selected for federal verification, you may be asked to verify certain information from your Free Application for Federal Student Aid or FAFSA.

**1** You will be able to determine what information you need to provide for federal verification by logging into ONE.UF and reviewing your Fin Aid “To Do” items. Login with your Gatorlink user name and password at <https://one.uf.edu>.

**2** In the new window that appears, scroll to your “To-Do” items under “Action Items.”



**3** Click the down arrow to expand and access the form and additional information.

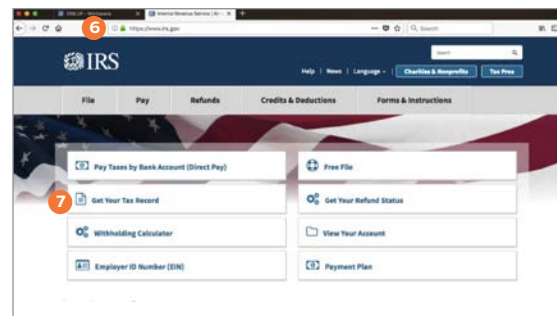
**4** The text of each verification “To Do” item explains what federal verification is, the information that may be submitted electronically or by paper, and who to contact if you need assistance. In the top section, there is a link to the SFA website. You can use the SFA website to learn more about federal verification:

<http://www.sfa.ufl.edu/process/verification/>

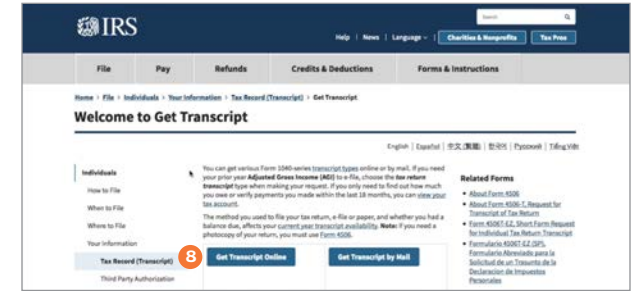
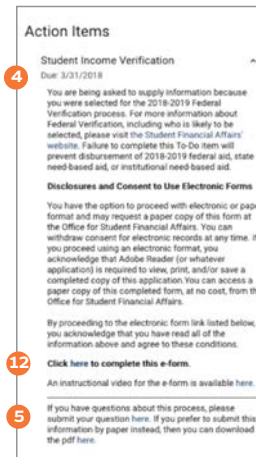
**5** At the bottom, there is a link to the SFA help page at [www.sfa.ufl.edu/help](http://www.sfa.ufl.edu/help). The help page can be used to ask questions and receive assistance with federal verification.

**6** For some action items, you may need to obtain some information before starting your form so you are prepared to answer all of the questions you will be asked. If you need to complete the student verification, you may need to obtain your IRS tax return transcript if you are a filer, or the IRS verification of non-filing letter if you are a non-filer. In most cases, it is possible to obtain the necessary documentation online. For example, in the case of IRS documentation, visit [www.irs.gov](http://www.irs.gov).

**7** Select the “Get Your Tax Record” link.

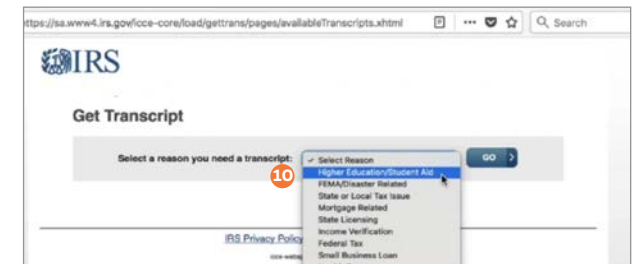


**8** Select the “Get Transcript Online” link.



**9** Log into your account or click “Create Account” if you do not currently have one. Complete the two factor authentication. Click continue.

**10** Select “Higher Education/Student Aid” for the reason.



**11** Select the requested IRS tax transcript for that FAFSA year. Save the document as a pdf.

**12** Fin Aid “To-Do” items related to verification can be completed using either a paper or electronic format. To provide the information electronically, you will need to access the eform link embedded in the To-Do item text at ONE.UF. The link will allow you to provide all the necessary information and documentation in a safe and secure manner.

**?** Have questions or need help?  
Visit [www.sfa.ufl.edu/help](http://www.sfa.ufl.edu/help)

