



VERIFICATION REQUEST

Please submit documents to: American International College
Office of Financial Aid
1000 State Street
Springfield, MA 01109
Fax: 413.205.3912
E-mail: Financialaid@aic.edu

Dear Financial Aid Applicant,

Your Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. This means that you must submit some additional paperwork before your application is complete. Please complete the following within 14 days.

1. Complete and Return the enclosed Verification Worksheet to the Financial Aid office by fax, email, or mail at the address provided above.
2. Provide Acceptable Income Documentation-in one of two ways:
 - A. IRS Data Retrieval
 1. The fastest way is for you (and your parent if applicable) is to log onto your FAFSA at fafsa.ed.gov and transfer your IRS Tax Information from the IRS website using the IRS Data Retrieval Process.
 2. If you choose this option please indicate it on the verification worksheet attached.
 - B. IRS Tax Return Transcript/Proof of non-filing status
 1. Obtain one free copy of your IRS Tax Return Transcript directly from the IRS using any one of the following options:
 - a. Fill out an online request form at www.irs.gov
 - b. Mail or Fax the completed form 4506T-EZ to the appropriate IRS Address listed on the form
 - c. Call the IRS at 1-800-908-9946, option 2
 2. Send a copy of your IRS Tax Return Transcript and W2s to the financial aid office at the address provided above.

Your Financial Aid is not considered complete until we receive these items. In some instances the financial aid office may also request additional documentation. If this is the case, you will be notified in writing by the financial aid office within 14 days of receiving both of the items listed above.

Please feel free to contact us with any questions you may have.

Sincerely,
The AIC Financial Aid Team