



Office of Financial Aid

2022-2023 Missing Information Glossary

In some instances, additional information is required to process an application for financial assistance. In these cases, students will receive an email from our office indicating what information/documents are required. Please find the Missing Information Glossary below to help you understand how to meet our request.

Note: You only have to report on the item(s) requested in the email. All of the conditions listed below will not apply to every student.

2020 Tax Return- We require your 2020 Federal Tax Return information. Please provide a copy of one of the following: your 2020 Federal Tax Transcript- requested from www.irs.gov; a signed copy of your 2020 Federal Tax Return; or log back into the FAFSA and use the Data Retrieval Tool to have your tax information transferred from the IRS to the FAFSA. You do not need to submit state tax return. If you did not file a tax return, please request a “Non-Filing Letter” from the IRS by using the IRS 4506-T form and submit copies of all 2020 W2s.

Amended Tax Return- You have indicated on the FAFSA that an amended tax return for 2020 was filed. Please remit to our office a signed copy of that 2020 amended tax return for review.

Asset Clarification Form- Additional information regarding your assets is required to process your financial aid. Please complete and remit the [Asset Clarification Form](#) found on our website.

Birth Certificate- Please submit a copy of the requested individual's birth certificate.

Child Support Paid- On the FAFSA it was reported that you paid child support in 2020. Please complete and submit the [Child Support Paid Form](#) found on our website.

Child Support Received- On the FAFSA it was reported that you received child support in 2020. Please submit documentation of total child support received in 2020.

Dependent Verification Worksheet- Please complete and return the [Dependent Verification Worksheet](#) that is on our website.

High School Completion- Please submit your final official high school transcript showing your date of graduation.

Homeless Verification- You indicated on your FAFSA that you are an unaccompanied youth who is homeless or were self-supporting. Please provide a copy of this documentation. Examples of appropriate documentation include verification of your status as an unaccompanied homeless youth from a homeless youth liaison, Runaway and Homeless Youth Act (RHYA) provider, or U.S. Department of Housing and Urban Development (HUD) provider.

Housing Intent Form- According to your FAFSA, you indicated you will be living off campus for the 2022-2023 academic year. In order to make sure we have the correct information please complete and remit the [Housing Intent Form](#) found on our website.

Income & Expense Clarification Form- In reviewing your application(s) for financial aid we have identified some information that needs clarification. Please summarize the sources of income and expense for you/your parents for the calendar years listed on the [Income & Expense Clarification Form](#) and return it back to us.



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Independent Verification Worksheet- Please complete and return the [Independent Verification Worksheet](#) that is on our website.

IRS Schedules 1, 2, or 3- Please submit a copy of the IRS Federal Tax Return Schedule(s) as requested in the email you received.

IRS Verification of Non-Filing Letter- The FASFA reported that the student's parent(s), or the independent student, did not file Federal income taxes for the 2020 tax year. You must provide a letter from the IRS to verify this for each applicable party that did not file- i.e. parent 1 and parent 2 or an independent student. This letter must be dated on or after 10/1/2020. Information on how to obtain a verification of non-filing letter from the IRS can be found here- www.irs.gov.

Legal Guardianship- You indicated on your FAFSA that you are in a legal guardianship. Legal Guardianship is typically assigned by the courts, this is not a relationship between parent and child. Please provide court/legal documents of this guardianship.

Missing Asset Reject- Your FAFSA has been rejected because you are required to add in your assets. Please log back into your FAFSA- if you are a dependent student please provide, parent's cash, savings and checking; parents' other real estate/investment net worth; parent's business/investment farm net worth. If are you are independent or dependent please provide, student's cash, savings and checking, student's other real estate/investment net worth; student's business/investment net worth.

Missing Signature on FAFSA- Your FAFSA was unable to be processed due to a lack of signature by either the student or the parent. Using a FSA ID or signature page from the student please go back online at www.studentaid.gov and have the individual whose signature is missing sign your application.

NSLDS Loan Default- Federal records indicate that you are in default on a federal student loan. You are not eligible to receive any federal student aid until your default has been resolved. If this has been resolved, please provide a written statement from the holder of the debt that states that the specific debt has been paid or that you have made satisfactory repayment arrangements with the holder.

Orphan/Ward of the Court- You indicated on your FAFSA that you were in foster care or a dependent/ward of the court. Please provide court documentation.

Parent(s) Date of Birth- Your parents date of birth as reported on your FAFSA does not match their date of birth in the Social Security Administration's (SSA) records for their Social Security Number (SSN). You should correct their SSN or their date of birth. If their date of birth is correct, you must confirm it by re-entering it. If you confirm your parents date of birth, your parent should also contact the SSA to have them correct it in their records. The SSA can be contacted by calling 1-800-772-1213 or by visiting <https://socialsecurity.gov>.

Citizenship or Permanent Residency Information- The Social Security Administration Database showed a mismatch with the information you provided on the FAFSA. Original documentation will need to be submitted to our office either in person or via Notary Public. See detailed instructions located on our [website](#).

Proof of Dependents- You reported that you have legal dependents who receive more than half of their support from you. Please provide us with a copy of the dependents birth certificate or copy of legal guardianship documentation and complete the [Proof of Dependents Form](#).



Proof of Eligible Non-Citizen- The Social Security Administration Database showed a mismatch with the information you provided on the FAFSA. Please complete the [Citizenship or Permanent Residency Information Form](#) on our website and submit with any requested documentation.

Proof of Emancipation- You indicated on your FAFSA that you are an emancipated minor. Please provide documentation. Acceptable documentation includes a copy of the order from the judge showing that you have been legally deemed emancipated.

Proof of Rollover- You have indicated that funds on your 2020 Federal Tax Return were the result of a rollover. Please provide documentation (2020 Federal Tax Return, 2020 1099R) showing that those funds were considered a rollover.

Proof of Tax Extension- Information on your FAFSA indicated that an individual was required to file a 2020 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six month extension for tax year 2020. Please have that individual complete and remit the [Confirmation of Tax Federal Extension Form](#) found on our website.

Requested Dependency Override- Federal financial aid regulations assume that the family has primary responsibility for meeting the educational costs of students. Occasionally, due to unusual circumstances such as incarceration/institutionalization of both parents and in an abusive situation, student would be considered independent. In order to be considered for a dependency override, students must complete the [Request for Dependency Override](#) found on our website under Forms and Documents.

Social Security Card- The Social Security Administration (SSA) did not confirm that the social security number (SSN) you reported for an individual on your FAFSA is valid, or it is inconsistent with their name and/or date of birth. If you find that you reported this incorrectly, provide us a copy of your SS card. If your SSN was reported correctly, you must contact the SSA office to resolve this problem. Please submit a signed copy of the individual's social security card to our office.

Statement of Educational Purpose- The US Department of Education is requiring you to complete an Identity and Statement of Educational Purpose Form to establish your identity and certify that any federal aid you may receive will be used only for educational purposes. You can complete the [form](#) either by appearing in person in the Office of Financial Aid or by having the [form](#) completed and notarized by someone outside the University. If you choose the second option, you must mail us the completed and notarized form. Faxes and scanned documents cannot be accepted. If you are an entering student applying to more than one school, you will need to complete a separate notarized form for each school as the form is school-specific.

Untaxed Income- The information you provided regarding your untaxed income & income exclusions on your 2022-2023 FAFSA requires clarification. Please complete the [Untaxed Income Clarification Form](#) to report untaxed income for the calendar year 2020. The form can be found on our website.

Unusual Enrollment History- The US Department of Education has noted that you have an unusual enrollment history. Please call this office at 508-767-7158 to discuss your attendance pattern with a counselor.



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Veteran DD-214 Form- The Dept. of Veterans Affairs (VA) did not confirm that you are or will be a qualifying veteran for receiving federal student aid as an independent student. If this is not correct, please provide a copy of your “DD214” to document your status as a veteran of the U.S. Armed Forces. Be sure to submit the “long” form that provides information about your discharge status. If you are not a veteran, make the appropriate corrections on your FAFSA, including the parental information. If you believe you are, or will be, a qualifying veteran, contact a VA office to resolve this problem.

W2- You should receive a 2020 Form W-2, “Wage and Tax Statement” from each employer you worked for to use in preparing your federal tax return. You must furnish a W-2 from an employer; a W-2 generated by tax software is not usable for our purposes. If you no longer have a copy of your W-2, you can ask your employer to provide you with a reprinted one.