

Verification Information

- If your FAFSA is selected for Verification, you will be required to submit additional documentation to the Office of Financial Aid in order to be eligible for federal student aid.
- As the U.S. Department of Education moves towards a more “customized” verification, not every student selected will be required to provide the same information. If your application is selected for verification, our office will send you, by mail, the correct Verification Worksheet.
- If you require another copy of the Verification Worksheet, log into the portal at [My.NDC](#), select the “Financial Aid” tab, and click on the “View Financial Aid Document Tracking” under the Missing Financial Aid Documents box. The correct Verification Worksheet, based on your verification tracking group, will be linked to the page.
- **If you are asked to submit tax documents (copies of tax returns, tax return transcripts, or W-2 forms), please be sure to either send those documents by mail, or use the Tax Document Upload on [My.NDC](#) under the Financial Aid tab. Do NOT submit documents containing Social Security Numbers by fax or e-mail.**
- Please contact the Office of Financial Aid at 216.373.5213 or finaid@ndc.edu if you have any questions.

Students and parents may submit tax documentation in ONE of the following ways:

1. Log on to your FAFSA at fafsa.ed.gov to make corrections. Go to the “Financial Information” tab to link to the IRS. After transferring tax information to the FAFSA, make sure to submit your corrections.
2. Submit signed copy(s) of federal tax return(s).
3. Request the **“IRS Tax Return Transcript”** (NOT the “Tax Account Transcript”) online at [IRS.gov](https://irs.gov). Click on the link to “Get My Tax Record.” You may also call the IRS at 800-829-1040 or 800-908-9946. **(Include student name/ID on transcript.)**
4. **If the tax filer has an amended federal tax return**, transfer original tax information using the DRT and submit a signed copy of the 1040X (amended return), or submit a signed copy of the original tax return and a signed copy of the 1040X (amended return).