

Parents' 2017 IRS Form W-2

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **verification**. To verify that you provided correct information, you need to provide a copy of the 2017 IRS Form W-2s for each of the parent's listed on your FAFSA in the parental section. The AU Financial Aid Office will compare your FAFSA with the information on your W-2(s) and with any other required documents. If there are differences, your FAFSA information may need to be corrected. A counselor will contact you if any additional information is needed. Verification cannot be completed until all required documentation has been submitted to the AU Financial Aid Office.

***If your parent(s) had more than one job in 2017, be sure to include **ALL** of their 2017 IRS Form W-2s!

If your parent(s) did not keep a copy of their 2017 IRS W-2, they can obtain a new copy by one of the following methods:

- Ask the Employer: Your parents' employer should be able to provide an electronic or printed copy.
- IRS Wage and Income Transcript: If your parent(s) are unable to obtain a copy of their W-2 from the employer, they can obtain an electronic copy of the 2017 IRS Wage and Income Transcript. To do so, follow the instructions on the IRS website at <https://www.irs.gov/individuals/get-transcript>.

Questions?

To speak with a financial aid counselor, call our office at 202-885-6500 or email facounselor@american.edu.

How to Securely Submit Verification Documents to the Financial Aid Office

Option 1 (Preferred)

Current students can submit documents electronically by following these steps:

1. Open a browser to the webpage go.american.edu/verification
2. Enter your (student's) full AU email address* Ex: student@american.edu
3. Enter your (student's) AU portal password.
4. Complete the form
 - a. Select the specific documents you are submitting
 - b. To attach the form, click on the attachment icon in the lower right of the form
 - c. Select the documents from your computer/device. They should then appear at the bottom of the form.
5. Hit submit

Prospective students applying for admission can submit documents using Option #2 or Option #3 below.

Option #2

The student or parent(s) can submit documents via secure fax to 202-885-1025. Be sure to include the student's name and AU ID# on all documents.

Option 3

The student or parent(s) can submit documents via the post office to AU Financial Aid Office, 4400 Massachusetts Ave, NW, Washington DC 20016-8001. Be sure to include the student's name and AU ID# on all documents.

To protect your information, NEVER submit documents via email.

Questions?

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