

Verification Procedure

Verification – Students who are selected for verification by the Central Processing System are required to submit a completed Verification Worksheet (DOE provided) and a copy of their federal tax return transcript received from the IRS unless the taxes were IRS data retrieval was used. If married and filing separate, both student and spouse will need to submit a copy of their tax return transcript received from the IRS. If married and the spouse did not file a federal tax form, he or she must submit a non-tax filer statement or indicate in a written statement or on the Verification Worksheet that he or she is not filing a return and how much income was received for the base tax year. This is the same for parents of dependent students.

Students who earned \$400 or more in self employed wages are required to file a tax return and must do so in order to complete verification. The FAO should refer to the IRS website or form instructions for more information regarding who is required to file. The IRS filing requirements are provided annually. Students or parents who have filed an extension may be able to complete their financial aid by supplying a copy of the approved extension and tentative tax form (signed/dated). However, the student or parent must acknowledge that the signed and dated filed return must be received in the financial aid office prior to the end of the award year and end of the student's program in order for the student to maintain eligibility. If the return indicates any changes from the tentative form provided earlier, an ISIR correction must be processed and the student's aid adjusted as applicable. Changes will be relayed to the student by the FAO. If a signed and filed return is not received by the end of the award year, the student will no longer be eligible for need based funds and they will be returned. Therefore, it is encouraged that students and parents file their tax returns timely.

Verification must be complete in order to disburse need based funds. Selected students are immediately notified by call slip, email, or by telephone. Students are advised that they must return the required documents in a timely manner or they will be at risk of being locked out of classes. The financial aid office understands that it may take time to obtain documentation from parents who live out of town, etc, and will work with students to procure the necessary documents within a reasonable time frame (typically within 30 days). Students may email, fax, or mail the required documents to the FAO.

Once all documentation has been received, the FAO will compare the information to the ISIR and make any necessary corrections. If an ISIR correction results in a loss of aid; the FAO will notify the student of the adjustments made to his or her estimated financial plan. If the student is required to sign a correction or make the correction themselves, the FAO will promptly notify the student by email or written letter; a telephone call and call slip may also be issued.

Part of the verification process is to also ensure that the people listed in the household correlate to the marital status listed on the ISIR as well as how the dependency questions are answered. Additionally, the FAO is responsible to make sure that the tax filing status is appropriate for the student's or the parent's marital status on the ISIR. If conflicts of information exist, the student must resolve them to qualify for disbursement of funds. A common conflict is when one or both married persons file a return as Head of Household or Single. If this occurs, unless the student or parent can explain with reason (and is acceptable) as to why this has occurred, they will be required to make amendments to their taxes in order for aid to be disbursed.

Acceptable types of tax forms are IRS tax return transcripts. 1040, 1040A, 1040EZ or Tax preparer summary pages are not acceptable.

Application and Verification Guide 2012-13, Ch. 4— Verification, AVG-77

Verification exclusions:

There are times when you don't need to verify a student's application. Except in the case of the student's death, however, none of the exemptions excuse you from the requirement to resolve conflicting information. You should document the basis for an exclusion. Other information not excluded must still be verified according to all other requirements. You don't have to verify FAFSA information of a student in the following situations:

Death of the student. You don't have to continue verification if you made an interim disbursement and the student died before verification was completed. You cannot make any additional disbursements, except for FWS funds already earned, to any of the student's beneficiaries. You cannot originate or disburse his Direct Subsidized Loan or consider any interim disbursement you made of Pell, Perkins, or FSEOG funds or provisional FWS employment to be an overpayment.

Not an aid recipient. The student won't receive Title IV aid for reasons other than a failure to complete verification. This includes being ineligible for that aid and withdrawing without receiving it.

The applicant is eligible to receive only unsubsidized student financial assistance.

Applicant verified by another school. The student completed verification for the current award year at another school before transferring. Her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.

Post enrollment. The student was selected for verification after ceasing to be enrolled at your school and all (including late) disbursements were made.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the parents of a dependent student if any of the following apply:

Both of the parents are mentally incapacitated.

They are residing in a country other than the United States and can't be contacted by normal means.

They can't be located because the student does not have and can-not get their contact information.

Unless you have reason to believe it is inaccurate, you don't have to verify the reported FAFSA information of the spouse of an independent student if any of the following apply:

The spouse has died.

He is mentally incapacitated.

He is residing in a country other than the United States and can't be contacted by normal means.

He can't be located because the student does not have and cannot get his contact information