

What If I am Selected For Verification?

Verification is the process used by the institution to check the accuracy of the information a student and/or a student's parents have given when applying for federal financial aid.

Verification has been implemented to reduce error rates in applicant-reported data and to assure, to the maximum extent possible, that eligible recipients receive the correct amount of financial assistance. Each year, the federal processor selects for verification a minimum of 30% of all students who apply for federal student aid. An individual institution may also request verification of one or more items.

If your file is selected for verification, **don't panic; it's a routine procedure. Simply submit all requested documents as quickly as possible to the Office of Student Financial Aid and Scholarships.** Federal policy mandates that we verify certain items on your application before aid may be disbursed. The major items to be verified include:

- **income (taxed and untaxed)**
- **federal taxes paid**
- **number of family members**
- **number of family members who will attend college at least half time for a term during the aid year**
- **benefits received from other federal or state sources**

If you are unable to submit requested documentation within two weeks from request, contact a financial aid administrator to discuss your options and any required federal deadlines. Documents may be faxed to this office. Be sure to put the applicant's name and social security number on all documents submitted along with appropriate signature(s). If, at any time, you have any questions or concerns about verification or any other aspect of financial aid, we encourage you to call or come by our office and ask to speak to a financial aid administrator.

To verify these items, we may ask for copies of the following documents:

- Previous year's **signed** Federal 1040, 1040A, 1040EZ or Telefile tax return including all W2 forms and Schedules C, E, F, and Partner's Share of Income, Deductions, Credits, etc. IRS Schedule K-1 (Form 1065) forms as filed or non filing statement
- Statement of previous year's untaxed income
- Statement listing persons in the home/relationship and what college they will be attending, if any
- Federal Form SSA-1099-Social Security Benefits Statements and/or similar statement for ADC, AFDC
- Divorce decree, separation agreement or other legal documents
- Any other documentation deemed appropriate by the Office of Student Financial Aid and Scholarships

This is not an inclusive list. Students must always respond to requests for additional information and/or documentation or forfeit eligibility for aid. Occasionally during the verification process, additional documents are identified as necessary even after you have been told your file is complete. This may happen due to a discrepancy or conflicting information found in your file. Until the required documentation is received and verified, you will not be disbursed federal/state financial aid.

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