Just the Verification Facts

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. The Department of Education requires that a portion of the student who apply for financial aid at each school be verified, as selected by the Central Processing System. 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 Financial Aid, Scholarships, & Veterans Services.** Federal policy mandates that we verify certain items on your application before aid may be disbursed. The major items to be verified include:

- adjusted gross income*
- federal income 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
- untaxed IRA distributions & pensions*
- education credits*
- IRA deductions*
- tax exempt interest income*
- income earned from work (for non-filers)

Note: Using the IRS Data Retrieval Tool when completing the FAFSA verifies the items marked with an (*).

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

- IRS Tax Returns or IRS Tax Transcript for the prior-prior tax year *or use the IRS Data Retrieval Tool when completing the FAFSA*
- Statement listing persons in the home/relationship and what college they will be attending, if any
- 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, <u>you will not be disbursed federal/state financial aid.</u>

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 & institutional 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.*

Emporia State University
Office of Financial Aid, Scholarships, & Veterans Services
Room 103 Plumb Hall
Campus Box 4038, 1 Kellogg Circle
Emporia, KS. 66801
Phone: 620-341-5457 - Toll Free: 800-896-0567
Fax: 620- 341-6088
E-MAIL: finaid@emporia.edu
Title IV Code: 001927