

VERIFICATION POLICY

Verification is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education.

If a student's file has been selected for review under the verification process, depending upon the reason the file was selected, some or all of the following information may be requested from the student:

- A completed Verification Worksheet, signed by the student, spouse or parent when applicable.
- A signed copy of the U.S. Income Tax Return (Form 1040) that the taxpayer filed, or an IRS Tax Return Transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS Data Retrieval Tool to import tax information into the student's FAFSA record. A signed copy of the IRS Form 1040 or Tax Return Transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

Obtaining Tax Return Transcripts

Students can obtain tax return transcripts:

- Via the Internet at www.irs.gov
- Via phone by calling 1-800-908-9946
- Via mail or fax by completing IRS Form 4506T-EZ

Internet or phone requests are easy, and transcripts will be mailed to the tax filer's address within 5-10 days.

- Other documentation may be requested by the institution to verify the accuracy of your application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms, etc.

Students must provide the above information to the institution within 120 days of the student's last date of attendance, or before the respective award year funding processes close in accordance with dates published annually in the Federal Register, whichever is earlier. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid awarded during the award year.

Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at www.studentaid.gov. The verification process is not considered to be completed during periods of corrective action. Corrections generally include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor.

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the change affects his/her packaging and financial obligations to the institution.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for further investigation and prosecution.

Students will forfeit their right to federal assistance for non-compliance with verification policies.

Verification of Income for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

An individual who is required to file an IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension, must provide:

- ✓ A copy of the IRS's approval of an extension beyond the automatic six-month extension for the tax year.
- ✓ Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1 following the tax year for which the extension was granted, or
- ✓ a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation.
- ✓ A copy of IRS Form W-2 for each source of employment income received or an equivalent document for affected tax year.
- ✓ If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for the affected tax year.

Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists tax account information for the affected tax year.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for the affected tax year must provide a signed copy of the IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS, or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- ✓ IRS DRT information on an ISIR record with all tax information from the original tax return.
- ✓ An IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; or
- ✓ A signed copy of the IRS Form 1040 for the affected tax year and the applicable schedules that were filed with the IRS

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- ✓ A Tax Return Database View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed income tax return and applicable schedules the individual filed with the IRS for the affected tax year.
- ✓ A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS may provide

- ✓ a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed

2023-2024 Award Year Verification Procedures

Files that are selected for verification are placed in one of three different *Verification Tracking Groups (V1, V4, or V5)*. Based on which group the file is placed, verification procedures may be modified. The procedures listed below are to be followed when completing verification requirements for each group. As of January 9, 2019, the USDE released permissions allowing schools flexibility with verification documentation. Such flexibility included the option to obtain a signed copy of a U.S. Income Tax Return (IRS Form 1040), in lieu of a tax return transcript. This is in effect after January 8, 2019 for all award years or until provisions are changed by the U.S. Department of Education.

Upon receipt of the student's ISIR and any required verification documents from the student, the following data elements are reviewed against the applicant's ISIR for accuracy:

Verification Tracking Group "V1"

The following data elements are required to be verified against the required documentation listed:

ISIR Data Field

Acceptable Documentation

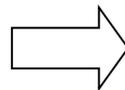
The first 6 data fields below are considered to have been accurately verified if the student/parent properly used the IRS Data Retrieval Tool to import taxpayer financial information into the FAFSA record. This is evidenced by a "02" response code in the "IRS/DRT Flag" field on the 2023-2024 ISIR.

If the IRS/DRT Flag is not "02", proceed as indicated below to complete verification of these items

Tax Filers

- Adjusted Gross Income
- U.S. Income Tax Paid

- Untaxed Portions of IRA Distributions and Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits



- 2021 IRS Form 1040, Line 11
- 2021 IRS Form 1040, Line 22 minus Line 2 of Schedule 2
- 2021 IRS Form 1040, (Line 4a – 4b) Plus (Line 5a – 5b). Negative = 0
- 2021 IRS Schedule 1, (Line 16 + Line 20)
- 2021 IRS Form 1040, Line 2a
- 2021 IRS Schedule 3, Line 3

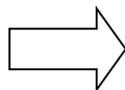
- Number of Family Members
- Number in College



Completed and Signed "V1" Verification Worksheet

Non-Tax Filers

- Income earned from work
- Number of Family Members
- Number in College



**Completed and Signed "V1" Verification Worksheet AND IRS Verification of Non-Filing (VNF)
(VNF not required for Dependent Students)**

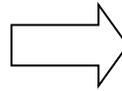
Verification Tracking Group "V2" (Reserved for Future Use)

Verification Tracking Group "V3" (Reserved for Future Use)

Verification Tracking Group “V4”

The following data elements are required to be verified against the required documentation listed:

- Verification of Student Identity
- Certification of Statement of Educational Purpose



**Completed and Signed “V4”
Verification Worksheet**

Verification Tracking Group “V5”

The following data elements are required to be verified against the required documentation listed:

ISIR Data Field

Acceptable Documentation

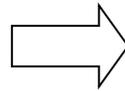
The first 6 data fields below are considered to have been accurately verified if the student/parent properly used the IRS Data Retrieval Tool to import taxpayer financial information into the FAFSA record. This is evidenced by a “02” response code in the “IRS/DRT Flag” field on the 2023-2024 ISIR.

If the IRS/DRT Flag is not “02”, proceed as indicated below to complete verification of these items

Tax Filers

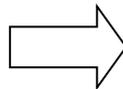
- Adjusted Gross Income
- U.S. Income Tax Paid

- Untaxed Portions of IRA Distributions and Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits



2021 IRS Form 1040, Line 11
2021 IRS Form 1040, Line 22 minus
Line 2 of Schedule 2
2021 IRS Form 1040, (Line 4a – 4b)
Plus (Line 5a – 5b). Negative = 0
2021 IRS Schedule 1, (Line 16 + Line 20)
2021 IRS Form 1040, Line 2a
2021 IRS Schedule 3, Line 3

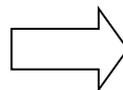
- Verification of Student Identity
- Certification of Statement of Educational Purpose
- Number of Family Members
- Number in College



**Completed and Signed “V5”
Verification Worksheet**

Non-Tax Filers

- Verification of Student Identity
- Certification of Statement of Educational Purpose
- Income earned from work
- Number of Family Members
- Number in College



**Completed and Signed “V5” Verification
Worksheet AND IRS Verification of Non-
Filing (VNF)
(VNF not required for Dependent Students)**

Verification Tracking Group “V6” (Reserved for Future Use)



2023-2024 Verification Worksheet (Independent Student) Verification Tracking Group V1



Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

SECTION 1 INCOME VERIFICATION

- 1a. Did you file, or were you required to file a U.S. Income Tax Return for 2021? Yes No
- 1b. If married, did your spouse file, or was your spouse required to file, a U.S. Income Tax Return for 2021? Yes No

If you (and/or your spouse) filed, **or were required to file**, a U.S. Income Tax Return for 2021, to satisfy this requirement please use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at www.studentaid.gov. If you cannot use this option, you must provide the institution with a signed copy of your (and your spouse's) 2021 U.S. Income Tax Return **INCLUDING APPLICABLE SCHEDULES** or an **IRS Tax Return Transcript** available either online at www.irs.gov or by calling 1-800-908-9946. Consult with a financial aid advisor at the institution for more guidance.

If you (and/or your spouse) did not file, **and were not required to file**, a U.S. Income Tax Return for 2021, you must list the source and amount of income earned during 2021 below, **provide copies** of W-2s or explain why W-2s are not available, and you must submit a "Verification of Non-Filing" letter from the IRS. This letter can be obtained by filing IRS form 4506-T and checking box #7.

IF YOU DID NOT WORK AND HAD NO EARNED INCOME IN 2021, CHECK THIS BOX AND PROCEED TO SECTION 2

IF MARRIED, AND YOUR SPOUSE DID NOT WORK AND HAD NO EARNED INCOME IN 2021, CHECK THIS BOX AND PROCEED TO SECTION 2

Employer's Name	2021 Amount Earned by Student	2021 Amount Earned by Spouse	You must include your IRS W2 or 1099. Explain here if it is not provided.

SECTION 2 FAMILY SIZE VERIFICATION

List the people in your family that will receive more than half of their support from you (and/or your spouse) from 7/1/2023 through 6/30/2024. Include yourself (and your spouse, if married). Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/2023 – 6/30/2024. The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification at the bottom of this page.

Full Name	Age	Relationship	College at Which Enrolled at Least Half Time
		SELF / STUDENT	

CERTIFICATION & SIGNATURE

Each person signing below certifies that all information reported on this worksheet is complete and correct.

Student's Name

Student's Signature

_____/_____/_____
Date

Spouse's Name

Spouse's Signature (optional)

_____/_____/_____
Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.



2023-2024 Verification Worksheet (Dependent Student) Verification Tracking Group V1



Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

SECTION 1 INCOME VERIFICATION

- | | | | |
|-----|--|--------------------------|--------------------------|
| | | Yes | No |
| 1a. | Did you file, or were you required to file a U.S. Income Tax Return for 2021? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. | Did your parents file, or were your parents required to file, a U.S. Income Tax Return for 2021? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your parents) filed, **or were required to file**, a U.S. Income Tax Return for 2021, to satisfy this requirement please use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at www.studentaid.gov. If you cannot use this option, you must provide the institution with a signed copy of your (and your parent's) 2021 U. S. Income Tax Return **INCLUDING APPLICABLE SCHEDULES** or an **IRS Tax Return Transcript** available either online at www.irs.gov or by calling 1-800-908-9946. Consult with a financial aid advisor at the institution for more guidance.

If you (and/or your parents) did not file, **and were not required to file**, a U.S. Income Tax Return for 2021, you must list the source and amount of income earned during 2021 below, **provide copies** of W-2s or explain why W-2s are not available. Parents who were non-filers of a 2021 U. S. Income Tax Return must submit a "Verification of Non-Filing" letter from the IRS. This letter can be obtained by filing IRS form 4506-T and checking box #7.

IF YOU DID NOT WORK AND HAD NO EARNED INCOME IN 2021, CHECK THIS BOX AND PROCEED TO SECTION 2

IF YOUR PARENTS DID NOT WORK AND HAD NO EARNED INCOME IN 2021, CHECK THIS BOX AND PROCEED TO SECTION 2

Employer's Name	2021 Amount Earned by Student	2021 Amount Earned by Parents	You must include your IRS W2 or 1099. Explain here if it is not provided.

SECTION 2 FAMILY SIZE VERIFICATION

List the people in your family who will receive more than half of their support from your parents' resources from 7/1/2023 through 6/30/2024. Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/2023 – 6/30/2024. The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification at the bottom of this page. **DO NOT FORGET TO INCLUDE YOUR PARENT OR PARENTS WHO ARE PROVIDING THE SUPPORT FOR THE FAMILY.**

Full Name	Age	Relationship	College at Which Enrolled at Least Half Time
		SELF / STUDENT	

CERTIFICATION & SIGNATURE

Each person signing below certifies that all information reported on this worksheet is complete and correct.

Student's Name	Student's Signature	/ / Date
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Parent's Name	Signature (at least one parent must sign)	/ / Date
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WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.



**2023-2024 Verification Worksheet
(Independent Student) Verification Tracking Group V5
(Page 1 of 2)**



Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

SECTION 1 INCOME VERIFICATION

Yes No

- 1a. Did you file, or were you required to file a U.S. Income Tax Return for 2021?
- 1b. If married, did your spouse file, or was your spouse required to file, a U.S. Income Tax Return for 2021?

If you (and/or your spouse) filed, **or were required to file**, a U.S. Income Tax Return for 2021, to satisfy this requirement please use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at www.studentaid.gov. If you cannot use this option, you must provide the institution with a signed copy of your (and your spouse's) 2021 U.S. Income Tax Return **INCLUDING APPLICABLE SCHEDULES** or an **IRS Tax Return Transcript** available either online at www.irs.gov or by calling 1-800-908-9946. Consult with a financial aid advisor at the institution for more guidance.

If you (and/or your spouse) did not file, **and were not required to file**, a U.S. Income Tax Return for 2021, you must list the source and amount of income earned during 2021 below, **provide copies** of W-2s or explain why W-2s are not available, and you must submit a "Verification of Non-Filing" letter from the IRS. This letter can be obtained by filing IRS form 4506-T and checking box #7.

IF YOU DID NOT WORK AND HAD NO EARNED INCOME IN 2021, CHECK THIS BOX AND PROCEED TO SECTION 2

IF MARRIED, AND YOUR SPOUSE DID NOT WORK AND HAD NO EARNED INCOME IN 2021, CHECK THIS BOX AND PROCEED TO SECTION 2

Employer's Name	2021 Amount Earned by Student	2021 Amount Earned by Spouse	You must include your IRS W2 or 1099. Explain here if it is not provided.

SECTION 2 FAMILY SIZE VERIFICATION

List the people in your family that will receive more than half of their support from you (and/or your spouse) from 7/1/2023 through 6/30/2024. Include yourself (and your spouse, if married). Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/2023 – 6/30/2024. The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification at the bottom of this page.

Full Name	Age	Relationship	College at Which Enrolled at Least Half Time
		SELF / STUDENT	

Your verification documentation is not yet complete. Please include identification information below, and continue to Page 2 of this worksheet to complete verification of additional information.

Print Student Name and ID Number, if applicable



**2023-2024 Verification Worksheet
(Dependent Student) Verification Tracking Group V5
(Page 1 of 2)**



Your 2023-2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

SECTION 1 INCOME VERIFICATION

- | | | | |
|-----|--|--------------------------|--------------------------|
| | | Yes | No |
| 1a. | Did you file, or were you required to file a U.S. Income Tax Return for 2021? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. | Did your parents file, or were your parents required to file, a U.S. Income Tax Return for 2021? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your parents) filed, **or were required to file**, a U.S. Income Tax Return for 2021, to satisfy this requirement please use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at www.studentaid.gov. If you cannot use this option, you must provide the institution with a signed copy of your (and your parent's) 2021 U. S. Income Tax Return **INCLUDING APPLICABLE SCHEDULES** or an **IRS Tax Return Transcript** available either online at www.irs.gov or by calling 1-800-908-9946. Consult with a financial aid advisor at the institution for more guidance.

If you (and/or your parents) did not file, **and were not required to file**, a U.S. Income Tax Return for 2021, you must list the source and amount of income earned during 2021 below, **provide copies** of W-2s or explain why W-2s are not available. Parents who were non-filers of a 2021 U. S. Income Tax Return must submit a "Verification of Non-Filing" letter from the IRS. This letter can be obtained by filing IRS form 4506-T and checking box #7.

IF YOU DID NOT WORK AND HAD NO EARNED INCOME IN 2021, CHECK THIS BOX AND PROCEED TO SECTION 2

IF YOUR PARENTS DID NOT WORK AND HAD NO EARNED INCOME IN 2021, CHECK THIS BOX AND PROCEED TO SECTION 2

Employer's Name	2021 Amount Earned by Student	2021 Amount Earned by Parents	You must include your IRS W2 or 1099. Explain here if it is not provided.

SECTION 2 FAMILY SIZE VERIFICATION

List the people in your family who will receive more than half of their support from your parents' resources from 7/1/2023 through 6/30/2024. Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/2023 – 6/30/2024. The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification at the bottom of this page. **DO NOT FORGET TO INCLUDE YOUR PARENT OR PARENTS WHO ARE PROVIDING THE SUPPORT FOR THE FAMILY.**

Full Name	Age	Relationship	College at Which Enrolled at Least Half Time
		SELF / STUDENT	

Your verification documentation is not yet complete. Please include identification information below and continue to Page 2 of this worksheet to complete verification of additional information.

Print Student Name and ID Number, if Applicable

