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 IncomeU.S. Income Tax Paid	2021 IRS Form 1040, Line 11 2021 IRS Form 1040, Line 22 minus
 Untaxed Portions of IRA Distributions and Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Credits 	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 MembersNumber 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

\	0
	Completed and Signed "V
	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

"V4"

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)



SECTION 1

INCOME VERIFICATION

Did you file, or were you required to file a U.S. Income Tax Return for 2021?

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



No

Yes

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.

1b.	If married, did your spouse file, or	was your spous	se required	to file, a U.S. In	come Ta	x Return for 2021?	
Retrieval p option, you SCHEDUL	lor your spouse) filed, or were required process to electronically import your tax in a must provide the institution with a signe LES or an IRS Tax Return Transcript avoid for more guidance.	nformation into yo ed copy of your (a	our FAFSA red nd your spou	cord. This can be se's) 2021 U.S. Ir	done at a	<u>www.studentaid.gov</u> . If k Return INCLUDING A	you cannot use this PPLICABLE
earned du	Vor your spouse) did not file, and were n ring 2021 below, provide copies of W-2 This letter can be obtained by filing IRS fo	s or explain why V	W-2s are not	available, and yοι			
	IF YOU DID NOT WORK AND HAD	NO EARNED INC	COME IN 202	1, CHECK THIS I	вох 🗌	AND PROCEED TO S	ECTION 2
IF MARRI	ED, AND YOUR SPOUSE DID NOT WO	RK AND HAD NO	O EARNED II	NCOME IN 2021,	CHECK	THIS BOX AND PRO	OCEED TO SECTION 2
	Employer's Name	2021 A Earned by		2021 Amo Earned by S			your IRS W2 or 1099. it is not provided.
yourself (a a half time	ople in your family that will receive more nd your spouse, if married). Also provide basis during 7/1/2023 – 6/30/2024. The	than half of their s the name of any first line should re	college/univ	ersity/vocational s	school tha	t a person in your famil	y will attend on at least
List the pe yourself (a a half time	ople in your family that will receive more nd your spouse, if married). Also provide	than half of their s the name of any first line should re	y college/univ epresent the Rela	ersity/vocational s student for whom tionship	school tha this form	t a person in your family is being completed, and	y will attend on at least
List the pe yourself (a a half time	ople in your family that will receive more nd your spouse, if married). Also provide basis during 7/1/2023 – 6/30/2024. The he Certification at the bottom of this page	than half of their see the name of any e first line should ree.	y college/univ epresent the Rela	ersity/vocational s student for whom	school tha this form	t a person in your family is being completed, and	y will attend on at least d whose signature will
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List the pe yourself (a a half time	ople in your family that will receive more nd your spouse, if married). Also provide basis during 7/1/2023 – 6/30/2024. The he Certification at the bottom of this page	than half of their see the name of any e first line should ree.	y college/univ epresent the Rela	ersity/vocational s student for whom tionship	school tha this form	t a person in your family is being completed, and	y will attend on at least d whose signature will
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List the pe yourself (a a half time	ople in your family that will receive more nd your spouse, if married). Also provide basis during 7/1/2023 – 6/30/2024. The he Certification at the bottom of this page	than half of their see the name of any e first line should ree.	y college/univ epresent the Rela	ersity/vocational s student for whom tionship	school tha this form	t a person in your family is being completed, and	y will attend on at least d whose signature will
List the pe yourself (a a half time appear in t	ople in your family that will receive more nd your spouse, if married). Also provide basis during 7/1/2023 – 6/30/2024. The he Certification at the bottom of this page	than half of their se the name of any e first line should ree. Age	y college/univ represent the Relation SELF /	ersity/vocational s student for whom tionship STUDENT	chool that this form	t a person in your family is being completed, and	y will attend on at least d whose signature will
List the pe yourself (a a half time appear in t	ople in your family that will receive more nd your spouse, if married). Also provide basis during 7/1/2023 – 6/30/2024. The he Certification at the bottom of this page. Full Name CATION & SIGNATURE Description of the certification of	than half of their se the name of any e first line should ree. Age Age	y college/univ represent the Relation SELF /	ersity/vocational s student for whom tionship STUDENT	chool that this form	t a person in your family is being completed, and	y will attend on at least d whose signature will



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



Yes

No

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.

SECTIO 1a.		INCOME VERIFICATION u file, or were you required to file	le a IIS Ind	rome Tay Re	eturn for 20212			Yes	No
1b.	•	ur parents file, or were your par					for 2021?		\Box
If you (and Retrieval p option, you SCHEDUL the instituti If you (and earned dui Return mu	I/or your particles to a must process to a must process to a must process or an articles for more from the process of the proc	arents) filed, or were required to felectronically import your tax information with a signed color in the institution of the	rile, a U.S. Incomplete in the policy of your (a ble either online equired to file explain why become the IRS.	come Tax Ret our FAFSA rec nd your paren ine at www.irs le, a U.S. Inco W-2s are not a This letter ca	urn for 2021, to sord. This can be t's) 2021 U. S. In gov or by calling ome Tax Return for allable. Parent n be obtained by	satisfy this e done at year come Tax g 1-800-90 for 2021, year to who were to filling IRS	requirement please upwww.studentaid.gov. Return INCLUDING 8-9946. Consult with ou must list the source non-filers of a 2021 form 4506-T and che	If you canno APPLICABL a financial a e and amount U. S. Incomoking box #7	ot use this LE aid advisor at nt of income ne Tax 7.
	Em	ployer's Name		Amount by Student	2021 Ame Earned by F		You must includ Explain here		
the name of first line sh	ople in you of any colle nould repre	FAMILY SIZE VERIFICAT ur family who will receive more that ege/university/vocational school that esent the student for whom this form OINCLUDE YOUR PARENT OR Full Name	n half of their at a person ir m is being co PARENTS M	n your family w mpleted, and w WHO ARE PRO	ill attend on at le whose signature	east a half t will appea UPPORT F	time basis during 7/1/ r in the Certification a	2023 – 6/30/ t the bottom	/2024. The of this page.
		ruii Name	Age		•	Colle	ge at which Enroll	ieu at Leas	нан типе
				SELF / S	STUDENT				
		N & SIGNATURE below certifies that all information	reported on t	his worksheet	is complete and	correct.		1	1
Student's I	Name		Stude	nt's Signature				/Date	
Parent's N	ame		Signa	ture (at least c	ne parent must s	sign)		/ Date	_/



2023-2024 Verification Worksheet Verification Tracking Group V4



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.

VERIFICATION OF IDENTITY

You must appear in person at the institution to verify your identity by presenting valid, government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

CERTIFICATION OF EDUCATIONAL PURPOSE

(If you are unable to appear in person, this document must be notarized)

You must sign, in the presence of the institutional official, the following Statement of Educational Purpose:



SECTION 1

INCOME VERIFICATION

Print Student Name and ID Number, if applicable

Did you file, or were you required to file a U.S. Income Tax Return for 2021?

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



No

Yes

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.

IF YOU DID NOT WORK AND HA		necking box #	7.	ou must sub	mit a "Verification of Non-Filing" letter from
IF MARRIED, AND YOUR SPOUSE DID NOT					
Employer's Name		Amount y Student	2021 Am Earned by		You must include your IRS W2 or 109 Explain here if it is not provided.
SECTION 2 FAMILY SIZE VER	ore than half of their s	support from y	/ou (and/or your	spouse) fr	om 7/1/2023 through 6/30/2024. Include
List the people in your family that will receive m yourself (and your spouse, if married). Also pro a half time basis during 7/1/2023 – 6/30/2024.	ore than half of their sovide the name of any The first line should re	college/unive epresent the s Relat	ersity/vocational	school that n this form	a person in your family will attend on at least is being completed, and whose signature will
List the people in your family that will receive m yourself (and your spouse, if married). Also pro a half time basis during 7/1/2023 – 6/30/2024. appear in the Certification at the bottom of this	ore than half of their soulde the name of any The first line should repage.	college/unive epresent the s Relat	ersity/vocational student for whon ionship	school that n this form	a person in your family will attend on at least is being completed, and whose signature will
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List the people in your family that will receive m yourself (and your spouse, if married). Also pro a half time basis during 7/1/2023 – 6/30/2024. appear in the Certification at the bottom of this	ore than half of their soulde the name of any The first line should repage.	college/unive epresent the s Relat	ersity/vocational student for whon ionship	school that n this form	a person in your family will attend on at least is being completed, and whose signature will



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



VERIFICATION OF IDENTITY

You must appear in person at the institution to verify your identity by presenting valid, government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

CERTIFICATION OF EDUCATIONAL PURPOSE

You must sign, in the presence of the institutional official, the following Statement of Educational Purpose: (If you are unable to appear in person, this document must be notarized)

l certify that IPrint Student's Name	am the indivi	dual signing this Statement of Educational Purp	oose and that the
Federal student financial assistance I may receive	will only be used for educati	onal purposes and to pay the cost of attending	
Name of Postsecondary Educational		2023-2024.	
Student's Signature	/	School Official Witness Signature	// Date
Student's Document ID Number			
Provide the ID number from the government-issued License, State Identification Card, Passport, or other	•	, ,, ,	
CERTIFICATION & SIGNATURE Each person signing below certifies that all information re	eported on this worksheet is o	complete and correct.	
Student's Name	Student's Signature		// Date
Spouse's Name	Spouse's Signature (op	otional)	// Date



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.

SECT 1a.	TION 1 INCOME VERIFICATION Did you file, or were you required to		come Tax Re	eturn for 2021	?		Yes	No
1b.	Did your parents file, or were your pa	arents requir	ed to file, a U	I.S. Income Ta	ax Return	for 2021?		
Retriev option, SCHEI	and/or your parents) filed, or were required to all process to electronically import your tax info you must provide the institution with a signed on the provide the institution with a signed of the provided that it is a signed of the provided t	rmation into y copy of your (a	our FAFSA rec and your paren	ord. This can b t's) 2021 U.S.I	e done at <u>v</u> ncome Tax	<u>vww.studentaid.gov</u> . It Return INCLUDING A	you cann	ot use this I LE
earned	and/or your parents) did not file, and were not during 2021 below, provide copies of W-2s o must submit a "Verification of Non-Filing" letter	r explain why	W-2s are not a	vailable. Parer	nts who wer	e non-filers of a 2021	J. S. Incor	ne Tax
	IF YOU DID NOT WORK AND HAD NO	EARNED IN	COME IN 2021	, CHECK THIS	вох	AND PROCEED TO S	ECTION 2	?
	IF YOUR PARENTS DID NOT WORK AND HA	AD NO EARN	IED INCOME II	N 2021, CHEC	(THIS BO)	AND PROCEEL	TO SEC	TION 2
	Employer's Name	_	Amount by Student	2021 Am Earned by		You must includ Explain here		
List the the nar first line	rion 2 FAMILY SIZE VERIFICATE people in your family who will receive more the me of any college/university/vocational school to a should represent the student for whom this for the property of the property	an half of their hat a person i rm is being co R PARENTS I	n your family wompleted, and wompleted, and wompleted, and wompleted, and wompleted in the property of the pro	ill attend on at I whose signature DVIDING THE S	east a half e will appea SUPPORT I	time basis during 7/1/2 r in the Certification at FOR THE FAMILY.	:023 – 6/30 the bottom	0/2024. The n of this page.
	Full Name	Age		ionship	Colle	ge at Which Enrolle	ed at Lea	st Half Time
			SELF /	STUDENT				
		-						
		1						
	Your verification documentation is continue to Page 2 of this							w and



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



VERIFICATION OF STUDENT IDENTITY

You must appear in person at the institution to verify your identity by presenting valid, government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

CERTIFICATION OF EDUCATIONAL PURPOSE

You must sign, in the presence of the institutional official, the following Statement of Educational Purpose: (If you are unable to appear in person, this document must be notarized)

certify that I	am the individual am the	dual signing this Statement of Educational Purp	oose and that t
		onal purposes and to pay the cost of attending	
Todoral otacom illianolar dooletanoo	Thay receive this early so deed for education	man parposso and to pay the soot of attending	
Nome of Destace and an		023-2024.	
Name of Postsecondary	Educational institution		
Student's Signature	Date	School Official Witness Signature	Date
Student's Document ID Number			
		lentity. This is typically the ID number on the D led identification document with a valid expiration	
Provide the ID number from the gove.			
Provide the ID number from the gove License, State Identification Card, Pa		ed identification document with a valid expiration	
Provide the ID number from the gove License, State Identification Card, Pa RTIFICATION & SIGNATURE h person signing below certifies that al	ssport, or other acceptable government-issu	ed identification document with a valid expiration	n date.
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