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.

2022-2023 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 2022-2023 ISIR.

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

Tax Filers	
Adjusted Gross Income	2020 IRS Form 1040, Line 11
 U.S. Income Tax Paid Untaxed Portions of IRA Distributions and Pensions IRA Deductions and Payments Tax Exempt Interest Income Education Credits 	2020 IRS Form 1040, Line 22 minus
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
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· Certification of Statement of Educational Purpose

\	0
\	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 2022-2023 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

- 2020 IRS Form 1040, Line 11 2020 IRS Form 1040, Line 22 minus Line 2 of Schedule 2
- 2020 IRS Form 1040, (Line 4a + 5a) minus (Line 4b + 5b)
- 2020 IRS Schedule 1, (Line 15 + Line 19)
- 2020 IRS Form 1040, Line 2a 2020 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

2022-2023 Verification Worksheet (Independent Student) Verification Tracking Group V1



No

Yes

Your 2022-2023 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.

	Did you file, or were you require	d to file a U.S. Ind	come Tax R	eturn for 2020?			
1b.	If married, did your spouse file,	or was your spou	se required	to file, a U.S. In	come Ta	x Return for 2020?	
Retrieval p option, you SCHEDUL	/or your spouse) filed, or were requir orcess to electronically import your tax a must provide the institution with a sig LES or an <i>IRS Tax Return Transcript</i> ion for more guidance.	x information into your (a	our FAFSA re nd your spou	cord. This can be se's) 2020 U.S. Ir	e done at s ncome Ta	<u>www.studentaid.gov</u> . If you x Return INCLUDING APP	ou cannot use this PLICABLE
earned dur	or your spouse) did not file, and were oring 2020 below, provide copies of W whis letter can be obtained by filing IRS	-2s or explain why	W-2s are not	available, and yo			
	IF YOU DID NOT WORK AND HA	D NO EARNED INC	COME IN 202	0, CHECK THIS	вох 🗌	AND PROCEED TO SEC	CTION 2
IF YOUR	SPOUSE, IF MARRIED, DID NOT WO	ORK AND HAD NO	EARNED INC	COME IN 2020, C	HECK TH	IIS BOX AND PROCE	EED TO SECTION 2
	Employer's Name		mount y Student	2020 Amo Earned by S		You must include yo Explain here if it	
SECTIO			support from	vou (and/or vour	snouse) fi	rom 7/1/2022 through 6/30	1/2023 Include
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SECTION 1

INCOME VERIFICATION

2022-2023 Verification Worksheet (Dependent Student) Verification Tracking Group V1



Yes

No

Your 2022-2023 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.

a.	Did you file, or were you required	d to file a U.S. In	come Tax Re	eturn for 2020	?			
b.	Did your parents file, or were you	ur parents requir	ed to file, a U	J.S. Income Ta	x Return	for 2020?		
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arned d	d/or your parents) did not file, and were uring 2020 below, provide copies of W- ust submit a "Verification of Non-Filing"	-2s or explain why	W-2s are not a	available. Paren	its who wer	e non-filers of a	a 2020 U.S. Inco	me Tax
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IF	YOUR PARENTS DID NOT WORK AN	ID HAD NO EARN	IED INCOME I	N 2020, CHECK	(THIS BO)	(AND PR	OCEED TO SEC	CTION 2
	Employer's Name		Amount by Student	2020 Am Earned by			include your li here if it is no	RS W2 or 1099. ot provided.
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2022-2023 Verification Worksheet Verification Tracking Group V4



Your 2022–2023 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:

| Certify that | ________ am the individual signing this Statement of Educational Purpose and that the Print Student's Name | Federal student financial assistance | may receive will only be used for educational purposes and to pay the cost of attending | for 2022-2023. | Name of Postsecondary Educational Institution | Date | School Official Witness Signature | Date | Date | School Official Witness Signature | Date | Da



2022-2023 Verification Worksheet (Independent Student) Verification Tracking Group V5 (Page 1 of 2)



Your 2022-2023 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 VERIFICATIO 1a. Did you file, or were you required to	file a U.S. In					Yes	No
1b. If married, did your spouse file, or w	as your spou	ise required to	o file, a U.S. Ind	come Tax	x Return for 2020?	Ш	
If you (and/or your spouse) filed, or were required to Retrieval process to electronically import your tax info option, you must provide the institution with a signed SCHEDULES or an <i>IRS Tax Return Transcript</i> available institution for more guidance.	ormation into y copy of your (a	our FAFSA rec and your spous	ord. This can be e's) 2020 U.S. In	done at <u>v</u> come Tax	<u>vww.studentaid.gov</u> . If you o	cannot use ICABLE	
If you (and/or your spouse) did not file, and were not earned during 2020 below, provide copies of W-2s of the IRS. This letter can be obtained by filing IRS form	or explain why n 4506-T and o	W-2s are not a checking box #	vailable, and you 7.	ı must süb	omit a "Verification of Non-F	iling" letter	income from
IF YOU DID NOT WORK AND HAD NO							
IF YOUR SPOUSE, IF MARRIED, DID NOT WORK	AND HAD NO	EARNED INC	OME IN 2020, C	HECK TH	IS BOX AND PROCEE	ED TO SE	CTION 2
Employer's Name		Amount by Student	2020 Amo Earned by S		You must include you Explain here if it is		
SECTION 2 FAMILY SIZE VERIFICAL List the people in your family that will receive more the yourself (and your spouse, if married). Also provide to a half time basis during 7/1/2022 – 6/30/2023. The fi appear in the Certification at the bottom of this page.	an half of their he name of ar	y college/unive	ersity/vocational s	school that	a person in your family will	attend on	at least
Full Name	Age	Relat	ionship	Colle	ge at Which Enrolled at	Least H	alf Time
		SELF /	STUDENT				
	<u> </u>						



2022-2023 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)

certify that IPrint Stude	nt's Name	dual signing this Statement of Educational Pu	rpose and that the
Federal student financial assistance I	may receive will only be used for educati	onal purposes and to pay the cost of attendin	9
Name of Postsecondary E		2022-2023.	
•			
Student's Signature	Date	School Official Witness Signature	Date
Student's Document ID Number			
Provide the ID number from the govern		dentity. This is typically the ID number on the lead identification document with a valid expirate	
Provide the ID number from the govern License, State Identification Card, Pass			
Provide the ID number from the govern License, State Identification Card, Pass RTIFICATION & SIGNATURE		ed identification document with a valid expirat	
Provide the ID number from the govern License, State Identification Card, Pass RTIFICATION & SIGNATURE	port, or other acceptable government-issu	ed identification document with a valid expirat	
Provide the ID number from the govern License, State Identification Card, Pass RTIFICATION & SIGNATURE	port, or other acceptable government-issu	ed identification document with a valid expirat	
Provide the ID number from the govern License, State Identification Card, Pass RTIFICATION & SIGNATURE h person signing below certifies that all of	port, or other acceptable government-issu	eed identification document with a valid expirate	ion date.



2022-2023 Verification Worksheet (Dependent Student) Verification Tracking Group V5 (Page 1 of 2)



Your 2022-2023 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 1a.	N 1 INCOME VERIFICATION Did you file, or were you required to		come Tax Re	eturn for 2020?		Yes No
1b.	Did your parents file, or were your pa	arents requir	ed to file, a U	S. Income Ta	x Return t	for 2020?
Retrieval pr option, you SCHEDULI	must provide the institution with a signed of	rmation into y copy of your (a	our FAFSA rec and your paren	ord. This can be t's) 2020 U. S. Ir	e done at <u>v</u> ncome Tax	vww.studentaid.gov. If you cannot use this
earned duri	or your parents) did not file, and were not ing 2020 below, provide copies of W-2s o st submit a "Verification of Non-Filing" letter	r explain why	W-2s are not a	available. Parent	s who wer	ou must list the source and amount of income re non-filers of a 2020 U.S. Income Tax form 4506-T and checking box #7.
	IF YOU DID NOT WORK AND HAD NO	EARNED IN	COME IN 2020	, CHECK THIS	вох 🗌 .	AND PROCEED TO SECTION 2
IF Y	OUR PARENTS DID NOT WORK AND HA	AD NO EARN	IED INCOME I	N 2020, CHECK	THIS BOX	X AND PROCEED TO SECTION 2
	Employer's Name		Amount by Student	2020 Ame Earned by F		You must include your IRS W2 or 1099. Explain here if it is not provided.
<u> </u>						
<u> </u>						
the name of first line sho	ople in your family who will receive more that fany college/university/vocational school the student for whom this for the student for whom the form of the student for whom the form of the student for whom the factor of the student for whom the student for whom the student for whom the student factor of the student for the student factor of the stude	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	rill attend on at le whose signature DVIDING THE S	east a half t will appea UPPORT I	
	Full Name	Age		ionship	Colle	ge at Which Enrolled at Least Half Time
			SELF /	STUDENT		



2022-2023 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 IPrint Student		dual signing this Statement of Educational Purp	oose and that th
		onal purposes and to pay the cost of attending	
Todoral stadon illianolal accidance i illi	ay 1000110 11111 0111y bo about for baddad	onal purposes and to pay the sector attenuing	
Name of Postsecondary Ed		2022-2023.	
Name of Postsecondary Lu	ucational institution		
Student's Signature	/	School Official Witness Signature	// Date
Student's Document ID Number			
Provide the ID number from the government		dentity. This is typically the ID number on the D	
Provide the ID number from the government		dentity. This is typically the ID number on the Direction is typically the ID number on the Direction document with a valid expiration	
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Provide the ID number from the government License, State Identification Card, Passpool Provided the Identificat	ort, or other acceptable government-iss	ued identification document with a valid expiration	
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Provide the ID number from the government	ort, or other acceptable government-iss the information reported on this worksh	ued identification document with a valid expiration	n date.