

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 { æ be required. 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.

Obtaining Tax Return and/or Wage and Income Transcripts

Students can obtain IRS transcripts:

- Via the Internet at <https://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, IRS Wage and Income Statement, etc.

Students must provide the above information to the institution within 10 business days of the date the financial aid office makes the request. Failure to complete the verification requirements on a timely basis may result in forfeiture of any federal aid and/or state 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 FAFSA correction process at <https://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