

## **VERIFICATION - "WHAT IS IT AND WHAT DO I HAVE TO DO?"**

### **WHAT IS IT?**

Verification is a process where we are required by the Department of Education to verify the information you have put on the FAFSA with your Federal Tax Return and the Verification worksheet.

Generally 30 percent of all applicants are selected for verification. We can not complete your financial aid award until you mail us the missing documents. If you have been selected after you have received your financial aid award we can not disburse any of the funds until you complete the verification.

### **WHAT DO I HAVE TO DO?**

First you must complete the appropriate Verification Worksheet, either the Dependent or Independent Verification worksheet and sign and date the form. Dependent students are required to have a parent sign and date the form along with the student signature. This parent is the person whom financial information was used to complete the parent section on the FAFSA. If you do not know if you are an independent or dependent student you can call our office at 740-695-9500. Generally if you are an undergraduate student under the age of 24 and not married you are a dependent student. Graduate students are independent students.

Next you are required to send us a copy of your Federal Tax returns. The student must sign this copy. If you will not complete federal tax forms and are not required to you must indicate this on the back of the Verification worksheet. If you have not yet completed your Federal Taxes then you must complete your taxes before we can complete your verification. Dependent students must also submit a copy of their parent's Federal Tax return. This tax return must also be signed. If the parent is not required to complete a federal tax return they must indicate this on the Verification worksheet. To determine if you are not required to complete a Federal Tax return you must contact the IRS by calling 800-829-1040. If you do not complete a Federal Tax return we may then mail you a Parent No Income form asking you to explain how you live. Please complete this form and mail it back to us so we can complete your Verification.

If you indicated any amount of money for worksheet ABC on the FAFSA you must verify this by completing the Worksheet ABC form. This is just asking you to show where the total amount on the FAFSA is coming from.

Now you must mail these documents including the Verification worksheet, Federal Tax forms of the student and parent if needed and the worksheet ABC to the Financial Aid office so that we can complete your verification. Once your verification is complete we can then complete your financial aid award and you will receive an award letter in the mail shortly.

We apologize for any inconvenience this may cause and thank you for taking the time to complete your verification.

Sincerely,  
The Financial Aid Staff