



Verification Basics

Presenters

Shannon Hawkins

Deb McQuillen

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Verification BINGO

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●		Super Hero Free Space		●
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Verification

The process used by an institution to check the FAFSA for accuracy, reduce error rates in applicant-reported data and insure eligible applicants receive the correct amount of Title IV aid.



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Title IV Aid Recipients



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Conflicting Information

Must be resolved for all award years, even retroactively, unless:

- Student dies during the award year; or
- Conflicting data are received after the student is no longer enrolled at the school and does not intend to re-enroll.



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Selection

Applications can be selected for verification by the Institution or The Central Processing System (CPS).



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Verification Tracking Groups



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V1

Tax filer income information

Nontax filer income
information

Household size

Number in college

V4

High School Completion

Identity and Statement of
Educational Purpose

V5

Tax filer income information

Nontax filer income
information

Household size

Number in college

High School Completion

Identity and Statement of
Educational Purpose



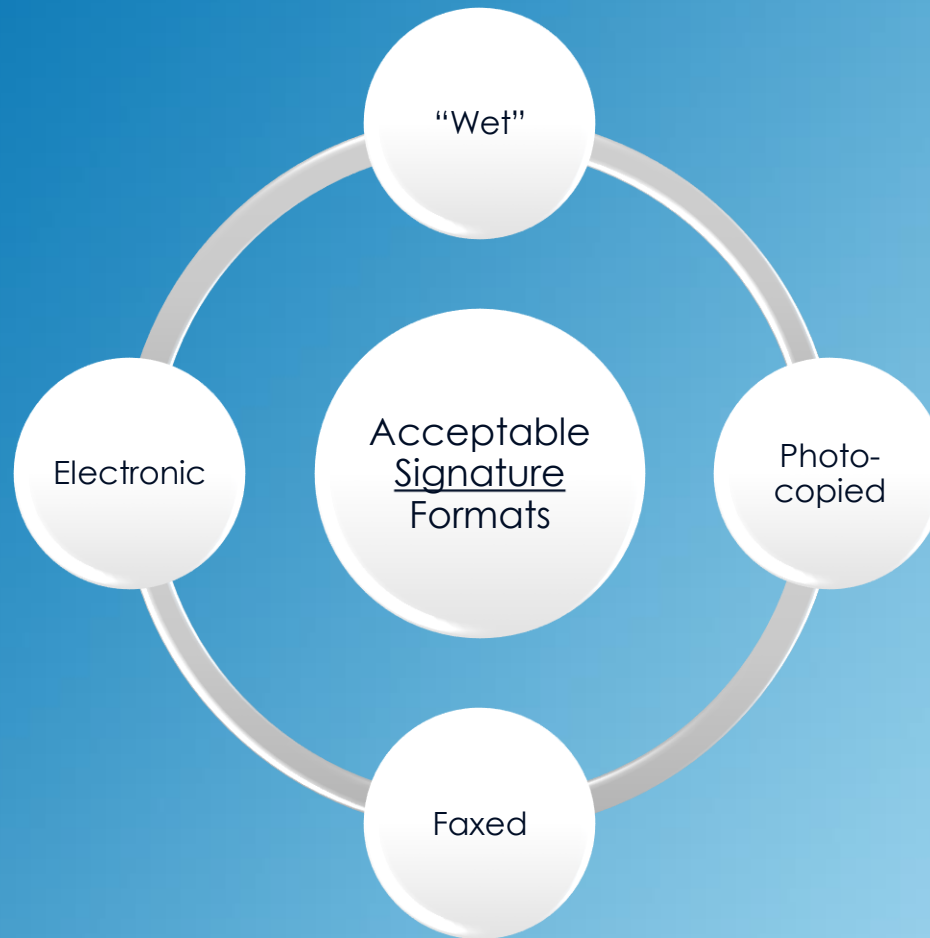
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Verification Worksheets

- Dept of ED provides suggested text to institutions annually
- Institutions may:
 - Use ED's suggested text or create its own
 - Create a comprehensive worksheet or customize it for individual data selections
- Exception – Identity and Statement of Educational Purpose
 - Institution **MUST** use text as provided by Dept of ED



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Tax Verification

Tax Filer

IRS DRT (recommended)
Tax Return Transcript
**Alternative Tax
Return Transcripts**
Foreign Tax Return
**US Territory
Tax Return**
US Tax Return (signed)
Amended Returns required,
if filed

Non-Tax Filer

**Verification
of Non-Filing Letter
from IRS**
**Signed verification
document of non-filing
status**
Both will need to provide
earnings verification, if worked



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IRS.gov [Return to FAFSA](#) | [Log Out](#) | [Help](#)
[Español](#)

Get My Federal Income Tax Information

See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information from your 2017 Federal Income Tax Return. [?] Required fields *

First Name *	GDIT
Last Name *	data
Social Security Number *	*** - ** - 2614
Date of Birth *	01 / 01 / 1999
Filing Status [?]	<input type="radio"/> Married Filing Joint Return <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
Address - Must match your 2017 Federal Income Tax Return. [?]	
Street Address *	250 alpha rd test
P.O. Box (Required if entered on your tax return) [?]	
Apt. Number (Required if entered on your tax return)	
Country *	<input type="radio"/> United States <input type="radio"/> <input type="radio"/> <input type="radio"/>
City, Town or Post Office *	farmers ranch
State / U.S. Territory *	<input type="radio"/> Texas (TX) <input type="radio"/> <input type="radio"/> <input type="radio"/>
ZIP Code *	75244

Select the button below to exit the IRS system and return to your FAFSA.

By submitting this information, you certify that you are the person identified. Use of this system to access another person's information may result in civil and criminal penalties.

[Return to FAFSA](#) [Submit](#)

[IRS Privacy Policy](#)

IRS DRT

Tax return type

Tax filing status

Exemptions claimed

AGI

Income from work

Taxes paid

Untaxed IRA distributions

IRA deductions

Untaxed pensions

Tax-exempt interest

Education tax credits



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When can't you use the DRT?

- Return not yet filed
- Amended Return filed
- Puerto Rico or Foreign (non – US) Return filed
- Taxes filed electronically w/in last 3 weeks
- Taxes filed by mail w/in last 11 weeks



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When can't you use the DRT?

- Parents are unmarried and living together
- Married independent student and spouse filed separate returns
- Married parents filed separate returns
- Married and filed taxes as HoH
- Change in marital status after end of tax year and before filing FAFSA



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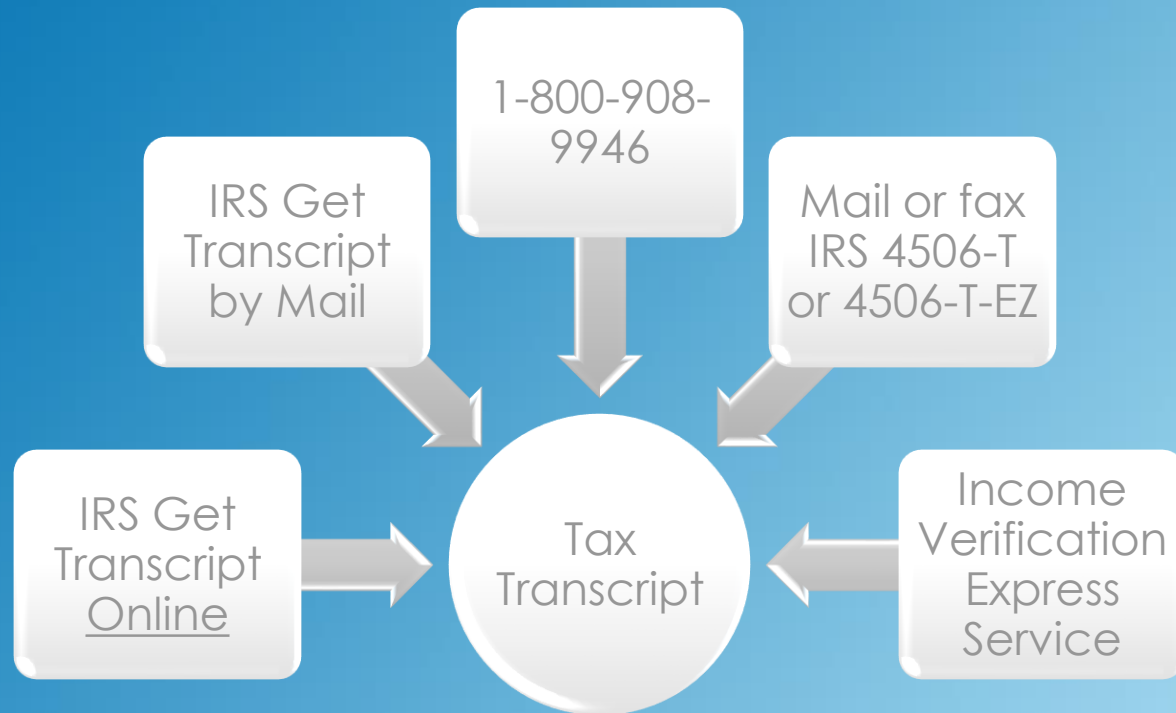
When can't you use the DRT?

- First 3 digits of SSN are “666” for Pacific Islanders
- Neither married parent has a valid SSN
- Both parents entered all zeros for SSN



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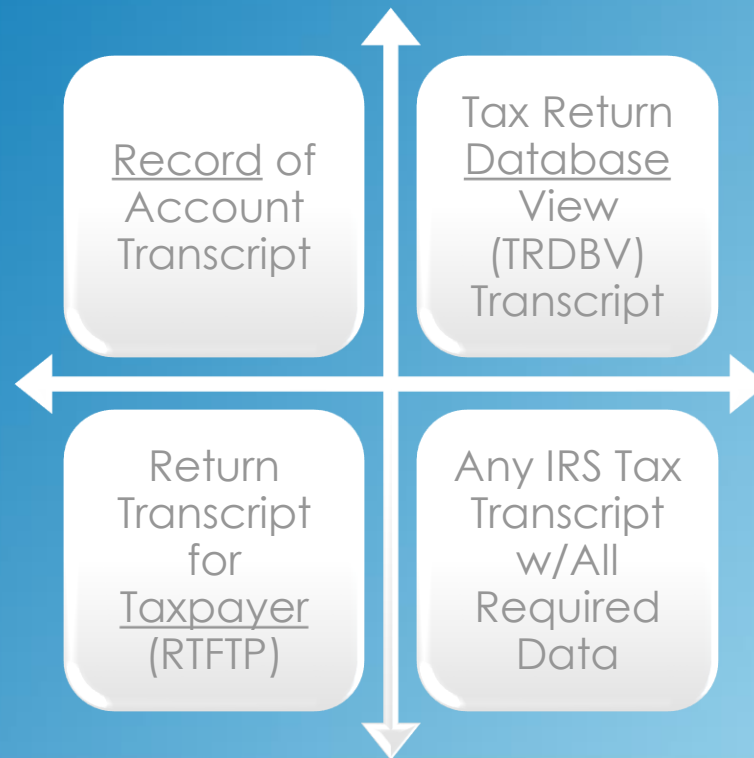
How to Get a Tax Return Transcript



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Acceptable Alternative Tax Transcripts



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Income Earned from Work Verification

Tax Filer

US Individuals

**Single tax filer & eligible to use DRT – Will pull in
when transferred from IRS**

**Other US tax filing statuses –Earnings Statement from
Employer (W2) or Wage Transcript from IRS**

Foreign Residents

**Documentation from country of residence, showing
earnings from work, business, or farm**



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Income Earned from Work Verification

Non-Tax Filer

US Individuals

Statement or Verification Worksheet

Earnings Statement from Employer (W2) or Wage Transcript from IRS

IRS Verification of Non-Filing Letter

Foreign Residents

Statement or Verification Worksheet

Wage and Tax Statement, or equivalent, from Employer

Verification of Non-Filing Letter from Foreign Tax Authority



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Household Verification

Dependent Household

Applicant

Applicant's parents living in household

Parents' other children (including graduate students but not foster children supported by another entity), if parents will provide more than half support from 7/1/19 through 6/30/20

Applicant's children, if parents will provide more than half support from 7/1/19 through 6/30/20

Parents' or applicant's unborn child, if born before 6/30/20, and parents will provide more than half support from projected birthdate to 6/30/20

Other persons living with and receiving more than half support from applicant's parents from application date to 6/30/20



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Household Verification

Independent Household

Applicant

Applicant's spouse living in household

Applicant's other children (including graduate students but not foster children supported by another entity), if parents will provide more than half support from 7/1/19 through 6/30/20

Applicant's children, if applicant/spouse will provide more than half support from 7/1/19 through 6/30/20

Applicant's/spouse's unborn child, if born before 6/30/20, and applicant/spouse will provide more than half support from projected birthdate to 6/30/20

Other persons living with and receiving more than half support from applicant/spouse from application date to 6/30/20



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High School Completion Verification

High School Diploma (preferred document)

Final official high school transcript that shows the **date the diploma was awarded**

General Educational Development (GED) certificate, an official GED transcript that indicates you passed the exam, or a state-authorized high school equivalent certificate

Academic transcript that indicates you successfully completed at least a 2 year, full credit program towards a bachelor's degree at any participating institution

Foreign Country

High school diploma or transcript; or,

"Secondary school leaving certificate" issued by the central government agency of the country where you completed your education

Homeschool

Secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent)

If the law in your home state does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by your parent or guardian, that lists the secondary school courses you completed and includes a statement that you successfully completed a secondary school education in a homeschool setting.



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Identity/Statement of Educational Purpose Verification

2017–18 Identity and Statement of Educational Purpose

Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at _____ to
(Name of Postsecondary Educational Institution)

verify his or her identity by presenting an unexpired 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at _____
(Name of Postsecondary Educational Institution)

to verify his or her identity, the student must provide to the institution:

- (e) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (f) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing
(Print Student's Name)

this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending _____ for 2017–2018.

(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

Institution **MUST**

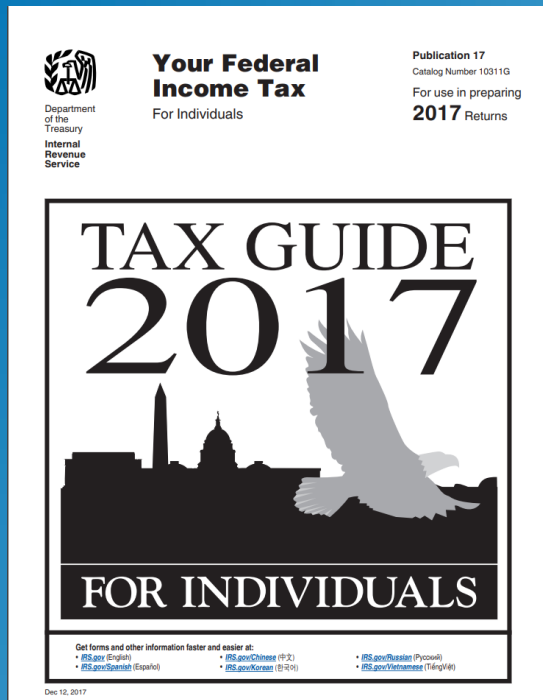
- Use text as provided by Dept of ED
- Maintain a copy of the government-issued photo ID presented by student (signed by University Official)
- If student cannot appear at institution in person, the form must be notarized.



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We Are Not Tax Filing Experts



What should you know about taxes?

- Whether student or parent are required to file a tax return
- Correct tax filing status for tax filer
- Person cannot be claimed as an exemption by more than one person

A silhouette of a superhero figure with a cape, standing on a globe. The figure is positioned on the left side of the slide, with its right arm raised and hand on its hip. The background is a bright blue gradient with a glowing light source behind the globe.

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Thank You!!

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