

WHAT IS FINANCIAL AID VERIFICATION?

This is the name for the process when your college's financial aid office has already received your financial aid application, but still needs additional documents from you before they can give you a financial aid award.

WHY IS THIS IMPORTANT?

Because you will not receive any financial aid until you complete this process!

HOW DO I KNOW IF I AM BEING VERIFIED?

Most colleges will either email you to let you know which documents you need to submit and/or notify you through your to-do list on your online student portal.

WHAT TYPES OF DOCUMENTS MIGHT I HAVE TO SUBMIT?

The most common documents that financial aid office ask for in the verification process are:

1. **Parent Tax Return Transcripts and/or Student Tax Return Transcripts**
 - These are official copies of your parent(s) and/or your tax information that come directly from the IRS and are NOT the same as a tax return
 - Make sure you check for which year they are asking!
2. **Proof of Non-Filing Forms**
 - This is a one-page IRS form that proves you did not file taxes
3. **W-2s**
 - Either your parent(s) or yours- this is a tax form that comes from your employer that shows how much you earned from working in a given year
4. **Independent/Dependent Verification Worksheet**
 - A worksheet from your college asking for more detailed info about your family

HOW DO I ORDER A TAX RETURN TRANSCRIPT?

1. Go to www.irs.gov
2. Click "Get Your Tax Record"
3. Click "Get Transcript By Mail"
4. Enter either your parents' information or your information depending on whose tax information is being requested by your financial aid office
5. Select "Return Transcript" and choose the year being requested
6. If that doesn't work, you can order by phone by calling 1-800-908-9946
7. Once ordered, it usually takes about a week for a transcript to arrive

IN SUMMARY:

- When being verified by your financial aid office, be sure to follow through with all of the required documents or you will not receive financial aid for that semester
- If you're still having trouble, it's OK! Go speak with someone at the financial aid office in person and ask for help.