

Financial Aid Verification Process

What is financial aid verification?

Verification is the process your school uses to confirm that the information reported on the FAFSA form is accurate. If you're selected for verification, your school will request additional documentation that supports the information you reported.

What are some reasons a student is selected for verification?

- You were selected randomly.
- The school can select you.
- The data on your FAFSA appears to contradict itself.
- You provided estimated information on the FAFSA
- Issues involving income and taxes.

What to do if you're selected for verification?

- Log into your school's online portal.
- Review requested documents.
- Gather your documents.
- Fill out the verification worksheets.
- Send them into your school before the deadline.
- Follow up on changes to your financial aid package.

How long does the financial aid verification process take?

Verification processing time is generally six to eight weeks during peak season (May-October), and three-to four weeks during non- peak season (November-April). Therefore, students should start the process as soon as possible.

What happens if the student does not complete verification?

If a student who is selected for verification does not complete the verification process, then any Federal and/or need-based aid (Pell grant, SEOG, Work-Study, Federal Direct loans, certain Scholarships and institutional aid) will NOT be awarded or disbursed.

How do I request a Tax Return Transcript?

IRS Tax Return Transcript (or other transcripts) may be requested online, by mail, by phone, or in person. Please reach out to [the IRS for assistance](#).

Please see instructions below for requesting IRS Tax Documents:

Online Requests:

- Visit IRS Website at <https://www.irs.gov>.
- From the IRS homepage, select the “Get Your Tax Record”.
- On the next page, select “Get Transcript Online”.
- From there, follow the directions to secure an online version of the transcript to download and save or print.

Mail Request:

- Visit IRS Website at <https://www.irs.gov>.
- From the IRS homepage, select the “Get Your Tax Record”.
- On the next page, select “Get Transcript by Mail”.
- From there, follow the directions to secure a transcript by mail.

Telephone Request:

- Call 1-800-908-9946
- Follow prompts and enter Social Security Number and Address.
- Choose “Options 2” - request an IRS Tax Return Transcript, enter the appropriate year.
- Once you receive confirmation of a successful request, a Tax Return Transcript will be mailed to the address on file with the IRS within 5 to 10 business days (phone requests for IRS transcripts WILL NOT allow transcripts to be sent directly to the Office of Financial Aid or other third parties).