

2016-2017 VERIFICATION INFORMATION

WHAT IS VERIFICATION?

Verification is a process mandated by the U.S. Department of Education to ensure information provided on your Free Application for Federal Student Aid (FAFSA) is accurate. Each year, approximately 2,000 to 3,000 FAFSA applicants at KU are selected for Verification. Selection for Verification at KU is generally determined by the information submitted on your FAFSA.

HOW LONG WILL VERIFICATION TAKE?

Verification may take up to four weeks *AFTER* all required documentation is received by the FAS. We cannot complete the Verification process until we receive complete documentation. **You will not be awarded federal, state, or institutional financial aid until all required information is received and processed by the KU Financial Aid and Scholarships office (FAS) and your financial aid file is complete.**

HOW DO I KNOW IF I AM SELECTED FOR VERIFICATION?

If you are selected for Verification by KU, a notification will be sent to your registered KU email account. You may also check the items on your 'To Do List' at <https://sa.ku.edu> > *Enroll & Pay* > *Student Center* > *To Do List*.

WHAT SHOULD I DO IF MY APPLICATION IS SELECTED FOR VERIFICATION?

You must submit the following documentation to FAS. NOTE: If you and your parents/spouse elected to use the IRS Data Retrieval Tool when you filled out the FAFSA (and did not make any changes to the data), you will NOT need to send in a signed copy of the 2015 Federal Tax Return as indicated below in the second bullets.

Dependent Students	Independent Students
<ul style="list-style-type: none"> ▪ A completed and signed 2016–2017 Verification Worksheet for Dependent Students - available online at: http://affordability.ku.edu/forms/. ▪ A signed copy of the <u>student's</u> 2015 Federal Tax Return, W-2s, Schedules and 1099s (not required if student used the IRS Data Retrieval Tool on the FAFSA and did not make any changes to the data) ▪ A signed copy of the <u>parent(s)'</u> 2015 Federal Tax Return, W-2s, Schedules and 1099s (not required if parent used the IRS Data Retrieval Tool on the FAFSA and did not make any changes to the data) 	<ul style="list-style-type: none"> ▪ A completed and signed 2016–2017 Verification Worksheet for Independent Students - form will be emailed to student upon submission of 2016-17 Special Circumstances Re-Evaluation Request (For Changes to Information Provided on the FAFSA) ▪ A signed copy of the <u>student's and spouse's</u> 2015 Federal Tax Return, W-2s, Schedules and 1099s (not required if student and spouse used the IRS Data Retrieval Tool on the FAFSA and did not make any changes to the data).

HOW CAN I AVOID DELAYS?

- Submit all required documents promptly and ensure that the Verification Worksheet is complete.
- Do not leave items blank; if a question does not apply, write zero.
- Make sure all documents are attached and legible and signed by the appropriate parties.
- Respond to any request for additional information promptly.

WHAT HAPPENS WITH THE INFORMATION I SUBMIT?

When FAS receives the Verification Worksheet and **the additional documents listed on the front of this form**, the information on these documents is compared to the information you provided on your 2016-2017 FAFSA. FAS will make changes (if necessary) to your FAFSA and submit those changes to the U.S. Department of Education. You will be notified of the changes made to your FAFSA data.

WHAT IF THERE IS A DISCREPANCY?

If information from documents you submit conflicts with your FAFSA data, FAS may require additional information to clear up the discrepancy. FAS will contact you via email to request additional information when applicable. All requests for additional information will be sent to the email address you list on the Verification Worksheet.

WHAT IS THE IRS DATA RETRIEVAL TOOL?

When students and parents complete the FAFSA, they have the option to view and transfer their tax information from the IRS directly to the FAFSA. When students and parents do this, and do not make any changes to the data, they will not be required to submit signed copies of tax returns to FAS. More information about the IRS Data Retrieval Tool can be found at www.fafsa.gov. Students and parents are strongly encouraged to use the IRS Data Retrieval Tool without making any changes to the data. Use of the tool can significantly shorten Verification processing time.

WHAT IF I DID NOT INITIALLY ELECT TO USE THE IRS DATA RETRIEVAL TOOL?

You have two options:

1. You can go back to your FAFSA (www.fafsa.gov) and indicate that you would like to use the IRS Data Retrieval Tool. We will wait for that new data to be sent to us before proceeding with the Verification process (usually about one to two weeks). You will still need to submit a completed and signed Verification Worksheet.
2. You can submit copies of your (and your parent(s)/spouse's if applicable) 2015 Federal Tax Return.

WHAT IF I DID NOT FILE AN INCOME TAX RETURN?

If you, your spouse and/or parent/stepparent are required by the IRS to file an income tax return for 2015, a signed copy of the Tax Return must be submitted, or the IRS Data Retrieval Tool must be used. If you have questions regarding your filing status, contact the IRS at 1-800-829-1040 or www.irs.gov. Students at the University of Kansas may visit Legal Services for Students at 312 Burge Union for tax assistance.

If you, your spouse, or parent/stepparent worked during 2015 but are not required by the IRS to file an income tax return, you must still submit copies of all W-2s issued by employers.

WHAT IF I DID NOT EARN ANY INCOME IN 2015?

If you, your spouse and/or parent/stepparent did not earn any income in 2015, a signed, written statement is acceptable.

WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT THE VERIFICATION PROCESS?

Please contact FAS at (785) 864-4700 or verification@ku.edu. You may also check the items on your 'To Do List' at <https://sa.ku.edu> > *Enroll & Pay* > *Student Center* > *To Do List*.

FAS is providing the above information as a courtesy. Outside of maintaining the FAS website, the FAS does not promote, validate, or maintain the websites listed. URL addresses and website contents frequently change. The URL addresses listed were accessible as of January 2016. A website appearing here does not necessarily imply that the University of Kansas or FAS agree with the material contained on or linked to the websites.