

## 2017-2018 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. When students file the FAFSA, the U.S. Department of Education may select the FAFSA for verification. If you are selected for verification, the school is required to collect specific documents from you.

### HOW LONG WILL VERIFICATION TAKE?

Verification may take up to four weeks after all required documentation is received by the Financial Aid and Scholarships office (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 FAS and your financial aid file is complete.** If you wish to be considered for limited-funded aid programs, the deadline for *completing* the verification process for the 2017-18 academic year is March 31, 2017. For awarding of loans, all verification documents for the 2017-18 academic year must be submitted by May 1, 2018 (prior to the end of the Spring 2018 term). Students who think they will qualify for Pell Grants should contact FAS if submitting documents after May 1, 2018. Verification file review may take up to four weeks.

### HOW DO I KNOW IF I AM SELECTED FOR VERIFICATION?

If you are selected for verification, this will be indicated on your Student Aid Report (SAR), which is sent to you after you file the FAFSA. In addition, a notification will be sent to your registered KU email account. You may also check the items on your 'To Do List' at [sa.ku.edu](http://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 by completing and uploading your documents at [verification.ku.edu](http://verification.ku.edu). 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 Tax Return Transcript as indicated below in the second bullets.

#### Dependent Students

- A completed and signed 2017–2018 Verification Worksheet for Dependent Students - available online at [verification.ku.edu](http://verification.ku.edu)
- Student's 2015 IRS Tax Return Transcript available at [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript) (*not required* if student used the IRS Data Retrieval Tool on the FAFSA and did not make any changes to the data).
- Parent(s)' 2015 IRS Tax Return Transcript available at [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript) (*not required* if parent used the IRS Data Retrieval Tool on the FAFSA and did not make any changes to the data).

#### Independent Students

- A completed and signed 2017–2018 Verification Worksheet for Independent Students – available online at [verification.ku.edu](http://verification.ku.edu)
- Student (and spouse) 2015 IRS Tax Return Transcript available at [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript) (*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 completed and uploaded to [verification.ku.edu](http://verification.ku.edu).
- Respond to any request for additional information promptly. Be sure to check your KU registered email account regularly. You can also check the status of your file in the Student Portal at [verification.ku.edu](http://verification.ku.edu).

## WHAT HAPPENS WITH THE INFORMATION I SUBMIT?

When FAS receives the required verification documents, the information on these documents is compared to the information you provided on your 2017-2018 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 your registered KU email account.

## 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 IRS Tax Return Transcripts. More information about the IRS Data Retrieval Tool can be found at [www.fafsa.gov](http://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 ([fafsa.gov](http://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 complete the verification worksheet.
2. You can submit copies of your (and your parent(s)/spouse's if applicable) 2015 Tax Return Transcripts.

## 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 Tax Return Transcript 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 [irs.gov](http://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. In addition, you will be required to submit a signed statement to indicate that you did not (and were not required to) file a tax return in 2015, along with the Verification of Non-Filing, which is available at [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript).

## 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, you will be required to submit a signed, statement certifying you didn't file and are not required to file AND a Verification of Non-Filing, available at [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript).

## WHOM DO I CONTACT IF I HAVE QUESTIONS ABOUT THE VERIFICATION PROCESS?

Please contact FAS at (785)864-4700 or [verification@ku.edu](mailto:verification@ku.edu). You may also check the items on your 'To Do List' at [sa.ku.edu](http://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, 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 November 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.*