

WHAT IS VERIFICATION?

Verification is to confirm the accuracy of the information you submitted on your Free Application for Federal Student Aid (FAFSA).

Why me?

The federal processor randomly selects 30% of all FAFSAs processed. Your school may also select your FAFSA for verification to resolve any conflicting information.

What do I have to do?

You must submit copies of the appropriate **signed** federal tax forms and the verification worksheet to Doane College. If you are a dependent student, your parents must also submit **signed** copies of their appropriate year federal tax forms to Doane College. The federal Verification Worksheet is available in the Financial Aid Office or online at www.doane.edu.

What happens if I don't complete verification?

Your need-based aid will be cancelled. You will be responsible for paying your entire costs without benefit of federal financial aid. Late fees will be assessed to any outstanding balance due to the college.

Can verification change my aid?

Yes! If the information on your FAFSA is different from the information on your tax forms and verification worksheet, your aid could be affected.

How will I know if I have been selected for verification?

1. The letter on the first page of your federal Student Aid Report (SAR) is your first indication.
2. You will receive a verification checklist from the Financial Aid Office explaining what **signed** document(s) you are required to submit.

When can I be selected for verification?

Selection for verification can happen anytime during the year. This makes prompt attention to submitting the required documents very important.

What if the Financial Aid Office used professional judgment on my file?

Verification is still required on the original data you submitted on your FAFSA. Requested documents are still required to be submitted to the Financial Aid Office.

Tax Forms

If you do not have a copy of your tax return (1040, 1040A, 1040EZ or Telefile), you can request a tax transcript with form 4506T, by calling (800) 829-1040, or use form 4506 to request a photocopy of your tax return. See the Internal Revenue Service (IRS) web site at www.irs.ustreas.gov to print either of these forms.

Parents - please identify your student by listing or highlighting the student's name and social security number on your tax return copy. Be sure to sign the copy you are sending to Doane.

PLEASE NOTE: Verification of parent and/or student information could result in an adjustment to the Financial Aid Award.