



What is verification?

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

Why me?

Your FAFSA was selected by the U.S. Department of Education to be verified. However, your school may also select your FAFSA for verification to resolve conflicting information.

What do I have to do?

You need to submit the following information to the Financial Aid Office;

- **Income Tax information – You can submit your tax information one of three ways.**
 1. **IRS DATA RETREIVAL TOOL** (*Preferred Method*) - If you did not initially use the IRS DRT, go to www.fafsa.gov and make a correction to your FAFSA and migrate your 2017 tax information by using the IRS Data Retrieval Tool. – **OR**
 2. A **signed copy** of a 2017 IRS Federal Tax Return Transcript (available by calling 800-908-9946 or at irs.gov), W-2's and Sch. C and/or F if self-employed – **OR**
 3. A **signed copy** of a 2017 1040 Federal Income Tax Return along with W-2's and Sch. C and/or F if self-employed
- **Signed Doane University Verification Worksheet** (*no electronic signatures will be accepted*)
- **Any other documentation requested by the Financial Aid Office**

How Do I Obtain a Tax Return Transcript?

You can request a free copy of your tax return transcript by any of these methods

- Call the IRS at (800) 908-9946. This method will take approximately 5-10 calendar days and your transcript will be mailed to the address listed on your tax return.
- Go to IRS website: www.irs.gov. Click on "Get Your Tax Record." Click on "Get Transcript By Mail".
- Visit any IRS office in person. Locations and hours available at www.irs.gov.
- Submit IRS Form 4506T-*Request for Transcript of Tax Return* (available at www.irs.gov) to the IRS. Processing time will vary.

What if I amended my tax return?

You will need to submit a signed 2017 Federal Tax Account Transcript or federal tax return **AND** a signed copy of your 2017 IRS Form 1040X-*Amended U.S. Individual Income Tax Return*. Tax return transcripts are available by calling 800-908-9946 or at www.irs.gov

What happens if I don't complete verification?

Your federal and state financial aid will be cancelled as well as your Doane University need-based aid. You will be responsible for paying your costs without federal aid. Late fees may be assessed to any outstanding balance due to the University.

Can verification change my aid?

Yes! If the information on your FAFSA is different from the information you are required to submit to the financial aid office, your financial aid could be affected. An email will be sent to the student's Doane email account when verification has been completed. Students will also receive an email if the financial aid award has changed.

When can I be selected for verification?

Selection for verification can happen anytime during the academic year.

How many times will the Financial Aid Office request my information?

The Crete campus Financial Aid Office will request verification items four times, after which no further requests will be sent. The Financial Aid Office responsible for the College of Professional Studies (CPS) and College of Education (CED) requests documentation two times, after which no further requests are sent.

When will my federal aid be awarded? Federal aid and Doane University need based aid are awarded when verification of the FAFSA information is complete.

Time Period & Consequences:

Applicants selected for verification must provide the requested information/documentation no later than the following dates in order for verification to be completed prior to the end of the academic year:

CAS (Crete) Campus: April 30, 2020

CPS and CED (Lincoln/GI/Omaha/Graduate/Online): June 30, 2020

NOTE: If extenuating circumstances prevent the applicant from supplying the required documentation, the financial aid office **may** process information received after these dates. No federal funds will be disbursed until all required documentation is submitted and verification is complete.

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