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## ***FAFSA Verification***

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Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct.

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### **What is verification?**

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- Verification is a review process which documents select data elements of a student's FAFSA
- In this FAFSA review, the financial aid staff compares the FAFSA with information provided in the required verification documents, including IRS tax data.
- MCC will update all inconsistent information and send the corrected FAFSA to the Federal Processor for reprocessing.
- Additionally, financial aid awards will be recalculated using the updated FAFSA and its EFC (Expected Family Contribution) calculation.
- *Note:* If you are selected for verification, you will not receive any of your federal and need-based aid until the verification process is completed and conflicting information is resolved.

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### **How will I know if I am selected for verification?**

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- You may be selected for verification either by the Federal Processor or by MCC.
- If you are selected for verification by the Federal Processor, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). MCC's Office of Financial Aid will also notify students via email that they have been selected for verification once their FAFSA is received by MCC.
- MCC relies on the Federal Processor to select students requiring verification. On rare occasion, inconsistent data is found by the Office of Financial Aid and students are selected for verification by MCC.

The Office of Financial Aid sends email to both your MCC email and personal email accounts listed on the FAFSA. You may be selected for verification at any time during the academic year so it is very important you check your email and the MCC Online Financial Aid System on a regular basis.

You will have 14 days to respond to the request for verification to ensure timely delivery of your financial aid funds. All verification documentation must be received prior to 30 days of the end of the enrollment period (semester/term), and in some cases, this may not be enough time to resolve all conflicting information prior to the end of the enrollment period. Conflicting information that is not resolved by the end of the enrollment period could eliminate your financial aid eligibility for that semester/term.

Generally, you and your spouse or parents should not make corrections to your FAFSA if the data was correct on the date your FAFSA was filed. If you believe changes need to be made, please contact your local Student Services Advisor for assistance.

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### How are FAFSA records chosen for Verification?

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- The Federal Processor selects students for verification based on certain FAFSA data elements that are prone to error or which seem inconsistent.
- For 2016-17, FAFSA data elements currently subject to verification include household size, number in college, receipt of SNAP benefits, child support paid, adjusted gross income, taxes paid and several untaxed income items (for example: untaxed IRA distributions, untaxed pensions, education credits, IRA deductions, and tax exempt interest).
- Other data elements such as the applicant's dependency status may also trigger verification.
- MCC may select you for verification if conflicting information is identified.

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### What happens if I am selected for Verification?

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Once you are selected for verification, you will receive an email from MCC indicating the documentation that must be provided. You may also check the *Regent Review* for this information. A link is provided in the Online Financial Aid System on the Document tab and the document Regent Review.

**New for 2016-17:** Applicants may be moved from a previously assigned 2016-17 Verification Tracking Group V1, V4, and V6 to Verification Tracking Group V5 based on corrections made to the applicant's FAFSA record or on any other information available to the Department. These applicants will need to provide additional documentation.

A "Regent Review Reselected" document will appear for these applicants via NetPartner.

<http://ifap.ed.gov/dpclatters/GEN1511.html>

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### What documentation will be required?

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The following documentation may be required:

- A completed and signed verification worksheet
- Additional documents such as:
  - Federal tax transcripts, unless you are able to successfully retrieve your tax data using the [IRS Data Retrieval Tool](#)
  - Verification of income (IRS Wage & Income Transcript, 1099's)
  - SNAP Benefits
- Other documents may be requested to resolve conflicting information.

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### Why use the IRS Data Retrieval Tool?

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- The benefit of utilizing the IRS data retrieval tool is that it greatly simplifies and expedites the verification process.
- By using the IRS Data Retrieval Tool, you may not be required to submit a Federal Tax Transcript to MCC's FAFSA Verification Service.
- For instructions on using the IRS Data Retrieval Tool, please visit <https://www.youtube.com/watch?v=eiNkqyCluro>

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### How do I submit verification documents?

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- Documents are typically submitted directly to MCC via uploading online in the Regent Review system. The verification worksheet should be signed by all parties requested.
  - Sign into the MCC Online Financial Aid System (NetPartner), go to the Documents tab. Here click on the document Regent Review, this will take you to a sign in page that looks like JICS. Sign in here using the same sign on as JICS and navigate to the documents needed page. Here you will complete the Verification Worksheet, if student is dependent you will need to type in the answers and print off the document to have you and your parent physically sign the document, and see any other documents you may need to scan and upload, or
  - Email documents to [financialaidprocessing@mohave.edu](mailto:financialaidprocessing@mohave.edu).

**For assistance with the verification process, please visit your local Student Services Office or call MCC Connect at 866-664-2832.**

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### How do I prepare for the Verification Process?

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1. Review your Student Aid Report (SAR) and revise incorrect information on your FAFSA.
2. Revise the tax information for you and your parent(s) or spouse on your FAFSA by using the [IRS Data Retrieval Tool](#) if you did not do so when you originally filed your FAFSA.
3. If you are unable to use the [IRS Data Retrieval Tool](#), request copies of the student's and parent(s) or spouse's federal income tax transcript for 2015.
4. If you received SNAP benefits in 2014 or 2015, visit your local DES office to obtain verification of the SNAP benefits you received.

Please note:

- Additional documentation may be requested at the discretion of the Federal Processor, or Office of Financial Aid if inconsistencies are found when verifying your FAFSA.
- If additional documents are requested, an email will be sent and you will receive a request from the Office of Financial Aid.

*It is your responsibility to check your requirements and submit all documentation within 14 days of notification, but no later than 30 days prior to the end of the enrollment period.*

## What if I don't want to complete the verification process?

The verification process is a federal regulation and must be completed in order for a student to receive federal aid, as well as for select institutional scholarships and aid from the State of Arizona. If you do not wish to complete the verification process, and therefore not receive financial aid, please notify Student Services in writing so we can update your status and discontinue processing your financial aid.

## Acceptable Documentation

	IRS Data Retrieval Tool	Institutional Verification Worksheet	Other Documentation
<b>Household Size</b>		<input checked="" type="checkbox"/>	
<b>Number in College</b>		<input checked="" type="checkbox"/>	
<b>AGI and Taxes Paid</b>	<input checked="" type="checkbox"/>		Tax Return Transcript, IRS Wage and Income Transcript, W2s, Form 4868, 1040X
<b>Untaxed Income &amp; Benefits</b>	<input checked="" type="checkbox"/>		Tax Return Transcript, IRS Wage & Income Transcript, W2s, Form 4868, signed statement
<b>SNAP Benefits</b>		<input checked="" type="checkbox"/>	Agency documentation
<b>Child Support Paid</b>		<input checked="" type="checkbox"/>	Agency documentation, cashed checks
<b>Income Earned from Work for Non-filers</b>		<input checked="" type="checkbox"/>	W2s, IRS Wage and Income Transcript
<b>High School Completion</b>			High School transcript, GED Transcript, Transcript showing 2-year program completion, or home school credential or transcript*
<b>Identity/Statement of Educational Purpose</b>		<input checked="" type="checkbox"/>	<b>Original</b> government-issued ID and <b>original</b> signed statement of educational purpose or a copy of that unexpired ID and the statement notarized

\*Federal guidance indicates reliance on a state's determination as to what constitutes a high school diploma. MCC will review state regulation when there's a question of validity, and for students who are home schooled or attend unaccredited private schools. In Arizona, the state designates jurisdiction to the county as to what constitutes a home school diploma. MCC will review home schooled students on a case by case basis using state regulation as a basis for accepting or denying proof of high school completion. **Note:** For [Mohave County, Arizona](#), diplomas are not granted to students who are traditionally home schooled, the usual course is for these students to obtain a GED to be eligible for federal financial aid. Students who are home schooled via online program are usually issued a state recognized diploma (or proof of completion) upon completing the 12<sup>th</sup> grade.