

VERIFICATION

Verification is a federal process regulated by the US Department of Education to confirm information provided on the FAFSA - Free Application for Federal Student Aid.

The U.S. Department of Education selects some students for the verification process. Daytona College may select others if we find conflicting information. If a student is selected for verification by the CPS, Daytona College will complete the verification per Federal Regulations and as outlined in the Federal Student Aid Handbook.

VERIFICATION TIMELINE

The Financial Aid Office issues requests for additional information if a student is selected for verification and follows up with a final request. Students are required to complete verification or resolution of conflicting information within 14 days of the date the Financial Planning Representative notifies student what information is required. If the student fails to complete the verification process, the file will remain incomplete and federal aid will not be awarded.

If a student is selected for verification after aid has been determined, the student must complete the verification process within the same time frame in order to remain eligible for federal funds. If the student's eligibility for aid changes due to the verification process, the aid will be recalculated.

Items to Be Verified for 2018-2019

Group V1 (as applicable): adjusted gross income, income tax paid, untaxed portions of IRA distributions, untaxed portions of pensions, IRA deductions and payments, tax-exempt interest income, education credits, household size, number in college, and income earned from work

Group V4 (as applicable): high school completion and identity statement of educational purpose

Group V5 (as applicable): adjusted gross income, income tax paid, untaxed portions of IRA distributions, untaxed portions of pensions, IRA deductions and payments, tax-exempt interest income, education credits, household size, number in college, income earned from work, high school completion, and Identity statement of educational purpose

SOME DOCUMENTATION THAT MAY BE REQUESTED TO SATISFY VERIFICATION REQUIREMENTS

The following types of documentation are commonly requested to satisfy verification requirements:

- Household Size Verification Worksheet
- Utilize IRS Data Retrieval Tool (Student and/or Parent)
- Copies of Federal Tax Transcripts / tax returns (Student and/or Parent) and signed copy of 1040X if applicable
- W2 Forms
- Statement of Non-Filer Status (Student and/or Student)

The Financial Aid Office will specify which documents are required based on specific responses in the FAFSA and other documentation in the file.

Financial Aid Office Discretion to Resolve Conflicting Information

The Financial Aid Office (FAO) has the discretion to verify any additional FAFSA information and to request any reasonable documentation that may be needed to substantiate the student's financial aid application. If a legitimate discrepancy exists, Financial Aid staff will document the student's file accordingly.

FILING EXTENSIONS

If, at the time of verification, the necessary tax returns have not yet been filed and a filing extension was granted by the IRS; the school shall accept as alternative documentation copies of the W-2 forms, and, as proof that the IRS has granted a filing extension. Either a copy of IRS Form 4868-Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (automatically grants the taxpayer a six month extension beyond the April 15 deadline) or a copy of the IRS approval of an extension beyond the automatic six month extension.

In addition to supplying the above documentation, the student must submit a copy of the tax returns when filed. When the Financial Aid office receives the completed tax returns, we will use them to re-verify the required data. A student who fails to submit a copy of the filed tax return or alternative documents before the deadline for which the verification is due, is ineligible to receive FSA funds.

CORRECTION PROCEDURE FOR STUDENTS

Upon completion of the verification process, if the student feels an error has been made, the student may contact our office to request another review. If the student provided incorrect information, the student will need to submit in writing the correction with supporting documentation if applicable and the file will be reviewed once more.