

2017-2018 Verification Worksheet Information

What is Verification?

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. Documents may be requested to resolve conflicting data. To verify that we have the correct information we will compare your FAFSA with the information on this worksheet and with other required documents. If there are discrepancies, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach all required documents, and submit the form and required documents to the Financial Aid Office. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid awards will not be delayed.

What Happens After Verification is Completed?

All submitted documents will be reviewed for accuracy. If necessary, corrections will be made to the FAFSA and students will be notified by the Central Processing System that changes have been made. Once the changes are complete, the student will receive an award letter. Awards can be viewed and accepted through Student Online Services from the college website.

Deadline for Submitting Documents

All verification materials must be submitted before any federal aid can be placed on the students account. Verification can be completed at any time during the academic year provided that we have an official FAFSA before the last day of attendance and we have received all verification materials by the last day of classes. If we do not receive the verification materials by that date we will not proceed with the verification process and the student will not be eligible for any federal aid.

2017-2018 Verification Worksheet Instructions

Student's Family Information

For the people in your parent(s) household, include:

1. Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
2. Your parent(s)' other children if your parent(s) will provide more than half of their support from
 - a. July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental
 - b. information if they were completing a FAFSA for 2017–2018. Include children who meet either of these
 - c. standards, even if they do not live with your parent(s)
3. Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017. Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Student's and/or Parents Income Information

Part of the verification process involves verifying that the information on the FAFSA form is correct. Students and parents can supply the Financial Aid Office with an IRS Tax Transcript. **COPIES OF TAX RETURNS ARE NOT SUFFICIENT FOR VERIFICATION PURPOSES.**

1. IRS Tax Transcript – Make sure to request the “IRS Tax Return Transcript” and **not** the “IRS Tax Account Transcript”. You will need your social security number, date of birth, and the exact address used when you filed with the IRS.
 - a. **ONLINE:** Go to www.irs.gov and select “[Get Transcript for My Tax Records](#)”. Follow the instructions to download and print the Return Transcript. (access limited) You may also print your W-2s from this site as well.
 - b. **IRS FORM 4506T-EZ:** Go to www.irs.gov, underneath “Forms and Pubs” click on more, under “Individuals” click on the FORM 4506-T. Fill out the 4506-T form and send to the IRS. A paper transcript will be mailed to the requestor within 5-10 days. Transcripts ordered using this method can be mailed directly to SUNY Cobleskill by the IRS only if the tax filer requests this on line 5.