



VERIFICATION

What is Federal Verification? Verification is a federally mandated process to confirm the accuracy of the information provided by you and your parents on the FAFSA you filed.

How do you know if you are selected for verification? Your federal Student Aid Report (SAR) will indicate if your FAFSA has been selected for verification.

Why is your file being verified? The federal government selects which FAFSAs will be reviewed for verification. The following are the most common reasons for being selected:

- You were selected randomly
- The data you provided on our FAFSA was incomplete
- You provided contradictory information on your FAFSA
- You provided estimated income information on your FAFSA

What documents need to be submitted to complete verification? All students selected for verification will be required to submit documentation based on what is being requested to be verified as indicated on their Student Aid Report (SAR). The SAR is the response report a student received from the federal government after they submit their FAFSA.

You will be notified by the Financial Aid Office that your FAFSA has been selected for the Verification Process. You will be asked to complete a Verification Worksheet and other forms might be needed depending on the Verification Group that was selected on your FAFSA.

NOTE: If you and/or your parents filed federal tax returns with the filing status of either “single,” “married filing jointly,” or “head of household (and is not married),” you may select the IRS data retrieval option on your FAFSA. This will allow the IRS to verify your tax information automatically, and you will not have to obtain an IRS tax transcript to submit to Webb.

How are IRS Tax Transcripts requested? You and/or your parents may request an IRS Tax Transcript by any of the following methods:

1. Online: Go to www.irs.gov, under the Tools heading, click “Get a Tax Transcript.”
Please double check and insure that you request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
2. Automated telephone request: 1-800-908-9946
3. Paper request: Complete IRS Form 4506-T, EZ4506-T and mail to address provided on the form.

When a parent/student is requesting a transcript, they must provide:

- SSN or ITIN
- Date of Birth
- Exact street address as used on tax return
- Postal zip code

Please request that the IRS Tax Transcript be sent to your home address. Please keep a copy of your tax transcript for your records and mail the original transcript to Webb with the other documentation.

What if I or my parent(s) did not file a tax return? Provide documentation from the IRS or other relevant tax authority dated on or after October 1 of the calendar year that indicates an IRS income tax return was not filed with the IRS or other relevant tax authority. A verification of Non-Filing letter can be requested online at www.irs.gov.

What is the Verification Processing Timeline? Processing usually takes three to four weeks.

What happens if there are discrepancies in the application? Upon receipt of all requested documents, the Financial Aid Office will submit the paperwork to our third-party servicer. Webb's Office of Financial Aid will contact you if further documentation is needed. If errors are found, corrections will be made to the student's FAFSA and submitted to the Federal Central Processing System for update. A new FAFSA will be generated. If the errors are significant enough to change the amount of financial aid awarded, the Office of Financial Aid will revise the student's award offer and notify the student of the change.

What if I do not supply the verification documentation? Verification must be completed before Webb's need-based aid and aid from federal programs can be disbursed to your account. It is essential to complete the verification process on a timely basis to ensure that financial aid is credited to your student bill.

What is the deadline for verification? Federal guidelines allow for students who have a valid FAFSA on file to complete verification up to 120 days after the last date of enrollment. However, it is important to note that Webb Institute can set its own processing deadlines. The Office of Financial Aid requests that responses to notification of verification status be completed within a month of the notice from Webb Institute. Failure to submit all requested documentation will result in the loss of your financial aid eligibility.

How will I be notified about the status of my verification? The Office of Financial Aid will notify you by email that verification has been completed.