



FAFSA COMPLETION

What to Do If You're Selected for FAFSA Verification

It's easy to feel scared or overwhelmed when you receive a notification that you've been selected for verification. You will know your FAFSA has been selected if there is an asterisk next to the Expected Family Contribution (EFC) amount on your Student Aid Report (SAR). You may be notified by your financial aid office through your online student account, and/or your university or personal email account about the documents and information required. Students should check those accounts regularly after filing the FAFSA.

If you are selected for verification, don't assume you're being accused of doing something wrong. Being selected for verification simply means that your college is required to confirm that the data you reported on your FAFSA is accurate. You may be asked to provide additional documentation that supports the information you reported. While some FAFSAs are selected for verification to clear up inconsistencies, others may be selected randomly. It's important to take the verification process seriously, however, or you might not qualify for financial aid.

Here are six steps to take if you're selected for verification:

- 1. Use the IRS Data Retrieval Tool.** If you are selected for verification and have not already done so, use the [IRS Data Retrieval Tool](#) (IRS DRT), a tool that transfers information directly from your tax return to the FAFSA. This is for students and parents who filed a U.S. tax return with the Internal Revenue Service. Using the IRS DRT will ensure accuracy and satisfy the required documentation requested by your school.
- 2. Be alert.** Missing the memo that your FAFSA was selected for verification isn't a valid excuse to avoid or not complete verification requirements. Always check all correspondence from your college and the financial aid office.
- 3. Complete and submit the requested forms.**
- 4. Correct any mistakes.** If you identify an error on the FAFSA, you can log in to www.fafsa.gov using your FSA ID and select "Make FAFSA Corrections." Enter the correct data so that the information matches the verification documentation. Or, if you did not link to the IRS using the IRS DRT, you can also do so at this time; linking to the IRS will verify the income information provided on the FAFSA. Once your correction is submitted and you receive a confirmation number, the correction will be processed in three to five days. The correction information will be sent to the colleges you included on the FAFSA.
- 5. Submit your documents on time.** No one enjoys doing paperwork, but it's important to pay attention to verification requirements and deadlines. When you receive the FAFSA verification notice from your college, they will provide instructions on what information is needed and how to submit it. If you're late, you risk losing out on your federal financial aid eligibility and possibly other state and institutional aid.
- 6. Contact your financial aid office.** If you have extenuating circumstances or if your family's financial situation has significantly changed since the tax information was filed, contact your financial aid office. They will know how best to direct you. In many cases, going through the verification process will not affect how much aid you receive. However, there's a chance your financial aid package could change. If corrections to your FAFSA are required, you could receive more or less financial aid than you expected.