

2011-2012 VERIFICATION INFORMATION

WHAT IS VERIFICATION?

Verification is a process mandated by the U.S. Department of Education to ensure information provided on your Free Application for Federal Student Aid (FAFSA) is accurate. Each year, approximately 2,000 to 3,000 FAFSA applicants at KU are selected for Verification. Selection for Verification at KU is generally determined by the information submitted on your FAFSA.

HOW LONG WILL VERIFICATION TAKE?

Verification may take up to four weeks *AFTER* all required documentation is received by the FAS. We cannot complete the Verification process until we receive complete documentation. **You will not be awarded federal, state, or institutional financial aid until all required information is received and processed by the KU Financial Aid and Scholarships office (FAS) and your financial aid file is complete.**

HOW DO I KNOW IF I AM SELECTED FOR VERIFICATION?

If you are selected for Verification by KU, a notification will be sent to your registered KU email account. You may also check the items on your 'To Do List' at <https://sa.ku.edu> > *Enroll & Pay* > *Student Center* > *To Do List*.

WHAT SHOULD I DO IF MY APPLICATION IS SELECTED FOR VERIFICATION?

You must submit the following documentation to FAS. Once you submit verification documents, please do not make any corrections to your FAFSA, unless instructed to do so by FAS.

Dependent Students
<ul style="list-style-type: none"> ▪ A completed and signed 2011–2012 Verification Worksheet for Dependent Students ▪ A signed copy of your 2010 federal income tax return, complete with all schedules, W-2s and 1099s ▪ A copy of your parent(s)/stepparent's 2010 federal income tax return, complete with all schedules, W-2s and 1099s

Independent Students
<ul style="list-style-type: none"> ▪ A completed and signed 2011–2012 Verification Worksheet for Independent Students ▪ A signed copy of your (and your spouse's, if applicable) 2010 federal income tax return, complete with all schedules, W-2s and 1099s

HOW CAN I AVOID DELAYS?

- Submit all required documents promptly.
- Fill out the Verification Worksheet completely.
- Do not leave items blank; if a question does not apply, write zero.
- Make sure all documents are attached and legible and signed by the appropriate parties.
- Respond to any request for additional information promptly.

WHAT HAPPENS WITH THE INFORMATION I SUBMIT?

When the FAS receives the Verification Worksheet and **signed** appropriate federal income tax return(s), complete with all schedules, W-2s and 1099s, the information on these documents is compared to the information you provided on your 2011-2012 FAFSA. FAS will make changes (if necessary) to your FAFSA and submit those changes to the U.S. Department of Education. You will be notified of the changes made to your FAFSA data.

WHAT IF THERE IS A DISCREPANCY?

If information from documents you submit conflicts with your FAFSA data, FAS may require additional information to clear up the discrepancy. FAS will contact you via email to request additional information when applicable. All requests for additional information will be sent to the email address you list on the Verification Worksheet.

WHAT IS AN ACCEPTABLE INCOME TAX RETURN?

- A signed photocopy of the original return that was filed with the IRS
- A signed summary transcript (available from the IRS)
- A signed copy if you filed an electronic income tax return,

Note: The Form 8453 "Declaration for Electronic Filing" alone is NOT acceptable.

WHAT IF I DO NOT HAVE A COPY OF MY INCOME TAX RETURN?

You may request a copy of your 1040, 1040A, 1040EZ, and/or W-2s by contacting the IRS (1-800-829-1040 or www.irs.gov) or completing Form 4506T. Form 4506T is available at www.irs.gov. You may also contact your employer and/or your tax preparer for W-2s.

WHAT IF I DID NOT FILE AN INCOME TAX RETURN?

If you, your spouse and/or parent/stepparent are required by the IRS to file an income tax return, a return must be submitted. If you have questions regarding your filing status, contact the IRS at 1-800-829-1040 or www.irs.gov. Students at the University of Kansas may visit Legal Services for Students at 312 Burge Union for tax assistance.

If you, your spouse, or parent/stepparent worked during 2010 but are not required by the IRS to file an income tax return, you must still submit copies of all W-2s issued by employers.

WHAT IF I DID NOT EARN ANY INCOME IN 2010?

If you, your spouse and/or parent/stepparent did not earn any income in 2010, then a signed, written statement is acceptable.

WHAT IS AN ACCEPTABLE SIGNATURE?

- Original or photocopied signature of filer
- Original or photocopied signature from one filer if a joint return was filed
- Tax preparer information is acceptable. The tax preparer must include his/her stamped, printed or original signature, and the preparer's SSN, EIN or PTIN.

WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT THE VERIFICATION PROCESS?

Please contact FAS at (785) 864-4700 or verification@ku.edu. You may also check the items on your 'To Do List' at <https://sa.ku.edu> > *Enroll & Pay* > *Student Center* > *To Do List*.

FAS is providing the above information as a courtesy. Outside of maintaining the FAS website, the FAS does not promote, validate, or maintain the websites listed. URL addresses and website contents frequently change. The URL addresses listed were accessible as of December 2010. A website appearing here does not necessarily imply that the University of Kansas or FAS agree with the material contained on or linked to the websites.