



Verification Guide 2022-2023

The information relates to the 2022-2023 FAFSA award year, and applies to the fall 2022, spring 2023, and summer 2023 semesters at OSU-Oklahoma City.

1. **What is verification?**
2. **I have been selected for verification. What does that mean for me?**
3. **What documents should be submitted?**
4. **How do I submit documents to the Financial Aid office?**
5. **What is acceptable tax return documentation?**
6. **How do I determine the number of people in my household?**
7. **I or my parent listed the tax return filing status as "Will File." What does that mean for verification?**
8. **What if my parents or I will not file taxes?**
9. **How can verification affect my eligibility for financial aid?**
10. **What happens if I am selected for verification after I have received my financial aid?**
11. **What happens if I do not complete verification?**
12. **How long does the verification process take?**

What is verification?

Every year the U.S. Department of Education selects a number of FAFSA applicants for a process known as “verification.” Students who are selected for verification will be notified on their SAR (Student Aid Report) after they have completed a FAFSA. Once a student's FAFSA is received by OSU-Oklahoma City, students will be notified via email concerning the need for supporting documentation needed to complete the verification process. In addition to the selection by the Department of Education, OSU-Oklahoma City may select some students for verification to resolve compliance issues. Students are able to review outstanding documents needed via Self-Service at: [MY.OKSTATE.EDU](https://my.okstate.edu). Students will log onto [MY.OKSTATE.EDU](https://my.okstate.edu) using their O-KEY credentials.

I have been selected for verification. What does that mean for me?

The OSU-Oklahoma City Financial Aid office is authorized to request certain documents from students selected for verification, and those students must submit the requested documents before any Title IV Financial Aid can be processed. Requested documents can include:

- **2020** IRS Tax Return Transcript (s) from the student, the student's spouse (if student is married) and/or the student's parents (if student is dependent). IRS Tax Return Transcripts can be obtained at: www.irs.gov
- **Signed** copy of Tax Forms 1040, 1040A, or 1040EZ.

- **Signed** copy of **2020** IRS Form 1040X (Amended U.S. Individual Income Tax Return) for tax filers who amend their federal return
- Proof of the student's identity.
- Statement of number of people in household, and number of those in the household who will be attending college at least half-time for the **2022 - 2023** year.
- Other requested documentation such as wage and income or non-filers statements.

What documents should be submitted?

OSU-Oklahoma City will notify students via email that additional documents are required. The student will need to log onto SSB at: [MY.OKSTATE.EDU](https://my.okstate.edu) to determine what documentation is required in order for verification to be completed.

How do I submit documents to the Financial Aid office?

Submit documentation by secure file upload. To submit by secure file upload, visit: <https://osuokc.edu/financialaid/Secure-File-Upload> . To submit in person, our office is located in the Student Center, Suite 100. As a last resort, students can also submit documents by fax to: (405) 945-3319, or mailed to OSU-Oklahoma City Financial Aid & Scholarships, 900 N. Portland Avenue, Oklahoma City, OK 73107. Certain forms are located on the OSU-Oklahoma City Financial Aid & Scholarship Office website at: <https://www.osuokc.edu/financialaid/forms>. All documents submitted for verification must include student's OSU-Oklahoma City student ID and original student signature (do digital signatures accepted). Additional signatures may be needed from a parent or spouse, depending on the document. *Additional documents may be requested at any time during the verification process.*

What is acceptable tax return documentation?

Students can link their tax information electronically when completing the FAFSA via IRS DRT process, provide us with a copy of your IRS Tax Return Transcripts, or submit signed copies of your 1040, 1040A, or 1040EZ forms submitted to the IRS. To obtain tax return transcripts visit the IRS website. Select either "**Get Transcript ONLINE**" or "**Get Transcript by MAIL**." Students who wish to access their transcript online must first register as a user with the IRS website for security purposes.

How do I determine the number of people in my household?

Part of the verification process includes students reporting how many individuals are living in their household. For dependent students the number in household should include parents, and any dependents for which the parents provide more than 50 percent of the dependent's annual support, such as the student's siblings. Parents cannot be counted as number in college for dependent students.

For independent students the number in household should include spouse (if student is married) and number of dependents for which the student provides more than 50 percent of the dependent's annual support. Generally, parents, siblings and other non-custodial minors should not be counted in an independent student's household.

I or my parent listed the tax return filing status as "Will File." What does that mean for verification?

When completing the FAFSA, students and parents are allowed to claim their current tax filing status as "Will File," which indicates the tax filer will file taxes for the year at a later date. Those who claim "Will File" are allowed to use reasonable approximations when reporting financial information on the FAFSA.

The expectation when completing the FAFSA with a "Will File" tax status is that the applicant will update the FAFSA at a later date when the taxes have been completed so accurate data can be reported. Claiming "Will File" does not exempt a student from verification. Students and parents (if student is dependent) must provide a tax return transcript in order for verification to be completed.

What if my parents or I will not file taxes?

Students or parents of students who are not required to file taxes are exempt from providing a tax return transcript; however, non-filers must still submit an IRS Non-filers statement or other signed documentation proving non-filer's status and report any income received for the year for verification purposes on the Student Income Verification form or the Parent Income Verification form. Furthermore, if during the process of verification an OSU-Oklahoma City employee determines a student or parent is required to complete a tax return, but has not yet done so, then verification will not continue until taxes have been filed. For information concerning tax filing requirements, visit your tax preparer or obtain a copy of IRS Publication 17 for detailed information regarding tax filing requirements.

How can verification affect my eligibility for financial aid?

Verification is a process whereby an OSU-Oklahoma City Financial Aid Counselor checks the information the student reported on the FAFSA against the information on the documents submitted by the student. There are times when it is necessary for the counselor to correct information on a student's FAFSA, which can lead to changes in eligibility in the type of aid that can be received, and/or, the amount of aid that can be received.

What happens if my application is selected for verification after I have received my financial aid?

Aid recipients, who are subsequently selected for verification, by the Department of Education, due to changes made by the student and/or institution, must resolve all verification requirements. A student's failure to resolve verification requirements by the end of their enrollment period will have all federal aid (OTAG, and Oklahoma's Promise) reversed and returned to impacted programs. Students will be responsible for repaying all aid reversed.

What happens if I do not complete verification?

Students who do not complete verification during the 2022 - 2023 year cannot receive state or federal financial aid for the entire year.

Students can still attend class at OSU-Oklahoma City without completing verification, but those students must find an alternative method of payment for school besides financial aid. Students can complete verification any time during the 2022 – 2023 academic year; however, delays in submitting documents could result in ineligibility due to timing of file receipt and/or completion. In addition, late penalties may be applied to your student account if you fail to make satisfactory payment arrangements with the Business Services Office.

How long does the verification process take?

OSU-Oklahoma City will begin processing verification for students upon receipt of **all** requirements needed for the verification process; the processing timeframe is about three weeks. During times of peak enrollment, the few weeks before the beginning of a semester, this verification process can take up to 6 weeks. This is especially true before the fall semester. We encourage students to meet the priority

deadlines to insure that your financial aid offers are is in place before the beginning of the semester. To avoid delayed processing, we strongly encourage you to submit all requested documentation as soon as possible. Students are able to check MY.OKSTATE.EDU to view outstanding requirements.