Verification Policy

The University of Evansville verifies students in these circumstances:
- All who have been selected by the federal processor
- Upon request of student or parent
- Prior to all professional judgments
- At school’s discretion based on conflicting information

Awarding of aid to students selected for verification
Verification must be completed before awarding of aid for returning students. New students are sent an award package with a message stating that their awards are subject to change pending the completion of the verification process.

In all cases, loans are not originated until verification is complete. In addition, no aid will transmit or be disbursed to a student’s account until verification is complete. If a returning student is selected for verification after receiving their financial aid award, we will send the required verification materials but also change the student’s award action statuses to “V.” This code signifies that the student must complete the verification process. This status displays on WebAdvisor for the student to see the status and it prevents the award from being transmitted to the student account. If the aid had already been transmitted then the system will pull the funds back the next time the transmittal is run.

We will complete the verification process whenever paperwork is received throughout the academic year. If the paperwork is never received, no federal aid would have been awarded for that academic year. We will not complete verification and award federal financial aid after the academic year has ended and the student is no longer enrolled for the terms covered by the financial aid application.

Standard Verification (V1)
Required documents include a signed verification worksheet (we have created our own worksheet for both dependent and independent students), and a Federal Tax Return Transcript. However, students and parents are strongly encouraged to complete the IRS Data Retrieval process in place of submitting the Federal Tax Return Transcript.

If any do not file tax forms, the statement of non-filing on the verification worksheet instructs them to provide W-2s or other earnings statements for income earned from work. The worksheet must be satisfactorily completed. We also verify earnings from need-based employment programs, for our own UE students who worked on our campus.

The verification worksheet directs the student to: list names and ages of family members, indicate other household members in college and name of college each attends, indicate details of child support paid, and certify the receipt of SNAP benefits for household in either of previous two calendar years.

Items verified using a federal tax return transcript include base year adjusted gross income, federal income tax paid, education credits, untaxed income listed on the tax form (payments to IRA/KEOGH/SEP and SIMPLE plans, tax-exempt interest income, and untaxed portions of IRA distributions or pensions).

Following is the text used on our Verification Worksheet to instruct income tax filers as to the allowable options for providing their tax information.
OPTIONS FOR CONFIRMING 2015 INCOME FOR INCOME TAX FILERS

When the FAFSA processor selects a student’s FAFSA for “verification,” the college is obligated to check certain information about the household and family income before finalizing the student’s financial aid. For income tax filers, note that photocopies of IRS Forms 1040, 1040A, or 1040EZ are NOT acceptable for satisfying the verification requirement. See Options (1) or (2) below for acceptable methods of verifying income for tax filers. See Option (3) for documentation required for amended tax return filed.

OPTION 1 – IRS DATA RETRIEVAL (Recommended)

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. This will “overwrite” income figures that had been manually typed into the FAFSA.

- Go to FAFSA.gov and log in to the student’s FAFSA.
- Select “Make FAFSA Corrections.”
- Navigate to the section for the Financial Information.
- Follow the instructions to “Link to the IRS.”
- Enter address information when prompted and “submit”. (Must be exactly as is shown on tax return).
- Check option to accept terms and select “Transfer Now.”

When this process is completed successfully, you will be returned to the FAFSA website. After transferring the tax information, be sure to continue clicking “next” until you can SIGN and SUBMIT the correction with student/parent FSA IDs. The UE Office of Financial Aid will then receive a corrected version of the student’s FAFSA confirming that the IRS Data Retrieval Tool was used successfully.

If may take up to three weeks for IRS income information to be available in the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

If you find that you are unable or ineligible to use the IRS Data Retrieval Tool, please follow the instructions below to obtain an IRS Tax Return Transcript.

OPTION 2 – OBTAIN A TAX RETURN TRANSCRIPT FROM THE IRS

To obtain an IRS tax return transcript, go to www.IRS.gov and select the “Get a Tax Transcript” link under the Tools tab, then “Get Transcript Online”. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the most recent IRS tax return was filed). You will be required to answer a series of questions that confirm your identity. Once your identity is confirmed, choose the 2015 Return Transcript. This will bring up a PDF document which you can either print and mail/fax to our office or save and email to us. Also click on the 2015 Wage & Income Transcript to get a copy of your W-2 information. If the parents are married but filed separate 2015 tax returns, 2015 IRS tax return transcripts must be submitted for each parent.

OPTION 3 – INDIVIDUALS WHO FILED AN AMENDED IRS INCOME TAX RETURN

An amended tax return is where a correction must be made to your taxes after having filed them. If an individual filed an amended IRS income tax return for tax year 2015, provide both of the following:

- A signed copy of the original 2015 IRS income tax return that was filed with the IRS or a 2015 IRS Tax Return Transcript or the 2015 tax year; and
- A signed copy of the 2015 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.
Verification Policy for other Types of Verification Tracking Groups

UE has created customized Verification Worksheets to collect the required information for students who are selected for other than the standard (V1) Verification:

Child Support Paid Verification Group (V3): Students must verify child support paid by them or their spouse, their parents, or both.

Custom Verification Group (V4): Students must verify high school completion status and identity/statement of educational purpose in addition to receipt of SNAP benefits and payment of child support.

Aggregate Verification Group (V5): Students must verify high school completion status and identity/statement of educational purpose in addition to the items in the Standard Verification Group.

Household Resources Group (V6): Students must verify the items in the Standard Verification Group as well as certain other untaxed income on the 2016–2017 FAFSA.