

Verification Policy for the 2018-19 Academic Year

Updated October 20, 2017

Students whose FAFSA is selected for Verification for the 2018-19 Academic Year

Students whose Free Application for Federal Student Aid (FAFSA) is selected for standard verification will be required to submit a completed verification worksheet and provide 2016 tax documentation by one of the following methods:

Tax filers:

- 2016 federal tax return transcript available through www.irs.gov or
- Import 2016 tax data within FAFSA using the IRS Data Retrieval Tool

Non-tax filers:

- Students and parents (if dependent student) must submit copies of all 2016 W-2s.
- Parents and independent students who are non-tax filers are also required to submit verification of non-filing status from the IRS. This can be requested using IRS Form 4506-T.

Students must complete all verification requirements before federal, state, or institutional need-based aid will be disbursed to the student's account for the 2018-19 academic year.

Students selected for identity verification will be required to bring a valid picture ID to the Office of Financial Aid and complete a Statement of Educational Purpose.

IRS Data Retrieval Tool

We encourage all students and their parents, if applicable, to use the IRS Data Retrieval Tool within the FAFSA to import the 2016 federal tax information into the 2018-19 FAFSA. By using this tool, the income information imported by the IRS is already confirmed for students whose FAFSA is selected for verification. In this case, the only remaining requirement is to complete the verification worksheet.

Those unable to use the IRS Data Retrieval tool in the FAFSA are required to provide the IRS Tax Return Transcript for verification of tax information and in some cases W-2s. The Tax Return Transcript and the Income & Wage Statement (IRS version of W-2s issued) are available through the IRS website (www.irs.gov). Those who will be unable to use the IRS Data Retrieval tool include:

- Those who filed a 2016 federal tax return as Married Filing Jointly and have since separated or divorced, or parent has died.
- Those who filed the 2016 federal tax return as Head of Household, Married Filing Separately, Single, or Qualifying Widow(er) and have since married.
- Parent/Student is married but filed either as Head of Household or Married Filing Separately.
- Neither married parent entered a valid social security number.
- Those who filed a non-U.S. tax return.
- Marriage date is January 2017 or later.
- Those who filed an amended 2016 federal tax return.

Students are encouraged to submit the requested documents within 45 days of notification.

Processing of Financial Aid

New Students: Students admitted to UE for the 2018-19 academic year will be awarded financial aid pending verification. A verification worksheet is provided in the initial Financial Aid Packet mailed to the applicant. Financial aid will not be disbursed to the student's account until the verification process has been completed.

Returning Students: Students are notified via their UE email regarding actions needed for the 2018-19 academic year. Students (and parents for whom the student has granted proxy access) will be able to view documentation required to finalize their financial aid through Financial Aid Self-Service. Returning students will not be awarded financial aid nor will federal, state, or institutional need-based financial aid be disbursed to the student's account until the verification process is complete.

Corrections to FAFSA data

When corrections to the FAFSA data are required due to discrepancies found between the FAFSA and the verification documentation received, the UE Office of Financial Aid will electronically submit corrections to Federal Student Aid. Once these corrections have been made, we ask that students and their parents not make further corrections to the FAFSA.

Notification that a change has been made to the student's financial aid due to verification correction(s) is emailed to the student's UE email. Students are directed to view their updated financial aid through Financial Aid Self-Service.

Verification Deadlines/Consequences of delayed completion

Eligibility for certain forms of aid may be lost if students do not complete the verification process within the timeline provided. UE does not disburse aid until verification of selected applications is complete. If a student's application is selected for verification after aid has disbursed, no further aid will be disbursed until verification is completed. The Office of Student Accounts allows a 30-day billing grace period for students whose application is selected for verification prior to the start of the academic year. If not completed within 30 days, the student is responsible for the outstanding balance due.

- *Federal and University Loans*: Process must be completed prior to the end of the student's last term of enrollment in order for loan eligibility to be disbursed.
- *Federal Grants*: Process must be completed within 120 days of the student's last date of attendance in order to receive federal grant disbursement.
- *State of Indiana Grants*: Process must be completed prior to the end of the first semester of student's enrollment in the academic year in order for the school to claim funds on behalf of the student. If not, school must submit request for State to override claim deadline.
- *University Grants*: Process must be completed within 45 days of student receiving notification of verification selection in order to receive grant disbursement.

Cost of Attendance Adjustments

For students whose application is selected for verification, the verification process must be completed before consideration of a student's request for a cost of attendance increase.

Special Tax Situations

Documents required for Verification if an Amended Tax Return was filed

Students or parents who filed an amended 2016 tax return will be required to submit the following:

- 1) a copy of the 2016 Federal Tax Return Transcript available through www.irs.gov or import 2016 tax data within FAFSA through the IRS Data Retrieval Tool, and
- 2) a signed copy of the 1040X form that was filed along with a signed copy of the amended return

Tax Extensions

Because the 2018-19 FAFSA requires your 2016 income tax information, it is expected that you will have filed your tax return prior to submitting the FAFSA. However, those students or parents who requested and were granted a tax filing extension and have still not filed their 2016 return must submit:

- 1) a copy of IRS Form 4868, Application for Automatic Extension of Time to File U.S. Individual Income Tax Return
- 2) copies of all 2016 W-2s and, if self-employed, a signed statement with the amount of their AGI and their U.S. income taxes paid

Once the tax return has been filed, either:

- 1) use the IRS Data Retrieval Tool within the FAFSA to import 2016 tax data; or
- 2) submit a copy of the IRS Tax Return Transcript

Victims of Identity Theft

If you have been a victim of identity theft and cannot get an IRS Tax Return Transcript or use the IRS Data Retrieval Tool within the FAFSA, you must:

- 1) Request a Tax Return DataBase View (TRDBV) transcript from the IRS.
- 2) Submit a signed and dated statement indicating that you have been a victim of identity theft and that the IRS has been made aware. You can report your identity theft to the IRS by calling the IRS Identity Protection Specialized Unit at 800-908-4490.

Special Circumstances

Special circumstances may exist which are not reflected on the 2018-19 FAFSA. Student or parent (if dependent student) may request a review of changes to the 2016 data provided on the 2018-19 FAFSA. All students who submit a Special Circumstance Review Request must complete verification of the 2018-19 FAFSA regardless of whether it has been selected for verification by the U.S. Department of Education. Verification must be completed before the special circumstance will be reviewed.

Types of Special Circumstances:

- 1) Loss of job
- 2) Reduction in income
- 3) Death of parent since filing the FAFSA
- 4) Reduction/Loss of child support
- 5) One-time distributions
- 6) Excessive out-of-pocket medical expenses in 2016
- 7) Elementary or secondary tuition paid in 2016
- 8) Parent separation/divorce since filing the FAFSA
- 9) Educational loan payments for parents/siblings
- 10) Bankruptcy

Please see the Special Circumstances form for documentation required to support the request. In some cases, a completed 2017 federal tax return may be required.

Consequences of deliberately providing false or misleading information

UE is required to report students to the Office of Inspector General (OIG), U.S. Department of Education, when it is believed that the student has deliberately provided false or misleading information in an attempt to defraud the federal government or the university.

If, through the review of the students application for financial aid, credible information is found indicating that fraud has been committed, UE will submit the information to the OIG via online form at

<https://www2.ed.gov/about/offices/list/oig/hotline.html>