



OKLAHOMA CITY

Verification Guide 2017-2018

Verification Guide for 2017-2018

The information relates to FAFSAs filed for the 2017-2018 year and applies to the fall 2017, spring 2018, and summer 2018 academic semesters at OSU-Oklahoma City.

For information specific to your financial aid account you will need to visit Web for Students located at <https://prodokc.okstate.edu/>

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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 Banner (SSB) at: [MY.OKSTATE.EDU](https://my.okstate.edu). Students will log onto SSB 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:

- 2015 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
- 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 2017 - 2018 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 to determine what documentation is required in order for verification to be completed.

How do I submit documents to the Financial Aid office?

Certain forms are located on the OSU-Oklahoma City Financial Aid & Scholarship Office website at: www.osuokc.edu/financialaid/forms.aspx Other documents can be submitted electronically via email to finaid@osuokc.edu, faxed to (405) 945-3319, or mailed to OSU-Oklahoma City Financial Aid & Scholarships, 900 N. Portland Avenue, Oklahoma City, OK 73107.

All documents submitted for verification must include student's OSU-Oklahoma City student ID and a student signature. 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.*

How do I submit a tax transcript?

Students can either link taxes electronically when completing the FAFSA, or else submit your IRS Tax Return Transcripts to the OSU-Oklahoma City Financial Aid office. OSU-Oklahoma City **WILL NOT** accept photocopies of 1040 forms.

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 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 finds 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 I do not complete verification?

Students who do not complete verification during the 2017 - 2018 year cannot receive state or federal financial aid for the entire 2017 - 2018 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 2017 – 2018 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 it take for my file to be verified?

Before OSU-Oklahoma City will begin processing a student's file, all requirements must be met. Enrollment in the semester in which the student is requesting Financial Aid is also a requirement. Once we have the last required document, the processing timeframe is about 3-4 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 awards package 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 SSB to view outstanding requirements.