

FLORIDA ATLANTIC UNIVERSITY



Your
future
awaits.

VERIFICATION 101

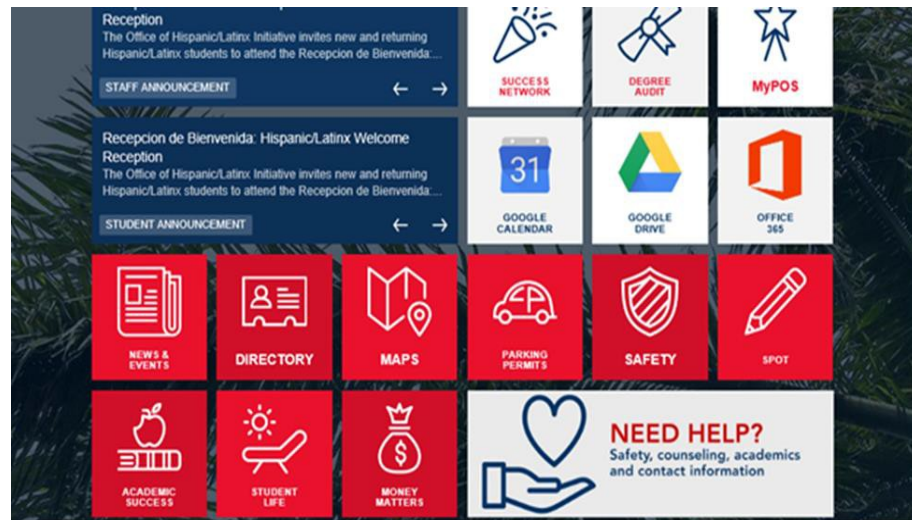
Office of Student FinancialAid



How to View Your Financial Aid Status/Find Missing Student Requirements

Sign in to MYFAU at myfau.fau.edu

Click on Money Matters, then Your Financial Aid





Click on financial aid status, then click on student requirements

Financial Aid



On the financial aid status screen, students will be able to view:

- Student requirements (missing documents)



Review Requirements:

- The example below shows a student who was selected for 20-21 verification. The **Dependent Verification V1 Worksheet** is linked below in blue.
- Click on that link to bring up the document.

Your FAFSA has been selected for a review process called verification.

In order to help us verify financial information you reported on your Federal Application as required by the Federal processor, certain documents needed from you (and your parents) are noted below. If all requested documentation has already been given to us, then no further action is needed. Thanks for providing requested documentation in a timely manner.

Unsatisfied Requirements

Requirement	Status	As of Date	Fund Term	
Dependent Verification V1 <div>Go to the Dependent Verification V1 Document link below to access the required verification worksheet.</div> <div>Dependent Verification V1</div>	Required Missing Document	Jun 01, 20XX		
Parent 20XX IRS Data <div>FAU must receive either a 20XX IRS Tax Return Transcript or (if parent(s) did not file) a 20XX Verification of Non-Filing Letter from the IRS for your parent(s). Clicking on the requirement posted on the left will take you to an informational page detailing the methods through which these documents can be obtained from the IRS. Please note that IRS tax forms (such as 1040, 1040A, or 1040EZ) will not be accepted in lieu of the Tax Return Transcript.</div>	Required Missing Document	Jun 01, 20XX		
Student 20XX IRS Data <div>FAU must receive a 20XX IRS Tax Return Transcript from the IRS detailing your 20XX Tax Return Information. Clicking on the requirement posted on the left will take you to an informational page detailing the methods through which this document can be obtained from the IRS. Please note that IRS tax forms (such as 1040, 1040A, or 1040EZ) will not be accepted in lieu of the Tax Return Transcript.</div>	Required Missing Document	Jun 01, 20XX		

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements

Requirement	Status	As of Date	Fund Term	
Federal Student Financial Aid Application	Satisfied and Processed	Jun 01, 20XX		



Section I- Completely fill out the Student's Information Section with the Student's Personal Information


I. Dependent Student's Information

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Per Federal Regulations, before receiving Federal Student Aid, you are required to confirm the information you and your parents reported on your FAFSA. If there are differences between your FAFSA and the documentation provided, FAU will make corrections to your FAFSA. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the complete packet to the FAU Office of Student Financial Aid. Additional information may be required.

VERIFY YOUR NAME AND Z NUMBER AT THE TOP OF EACH PAGE. FAILURE TO COMPLETE ALL PAGES WILL DELAY THE AWARDING PROCESS.

i PRINT this form in CORRECT format after you have entered ALL your information AND the 'Print PDF' (see screenshot -->) option will be viewable toward the end of this form.

Building LA 22 Davie, FL 33314 Tel: Finz
(954)236-1229 Driv

 [Print PDF](#)

Student's Last Name

Student's First Name

Student M.I.

Z Number **i**

Student's last 4 digits of SSN

Student's Street Address (include apt. no.)

City

State

Zip Code

Student's Date of Birth **i**

Student's Phone Number **i**

Student's Email Address **i**

Student's Name:

Z Number:

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Section II- Family Information

Follow each step below:

- List first/last name, age and relationship to you in the family information section.
- If anyone in the household is attending college, list the name of the college or if they are not attending college enter N/A.
- If the primary parents remarries, list the stepparent.

II. Dependent Student's Family Information

1.List yourself, parents AND anyone else who your parents will support more than 50% from July 1, 2020 to June 30, 2021.
*Do not include anyone for whom parents are paying child support.

2.State each member's relationship to student

3.List both parents if: - parents are legally married - parents are unmarried but living together - parent remarried, include stepparent

4.List primary parent ONLY if: - parents are divorced or separated

Please enter the number of student's family information. Do NOT leave any fields BLANK!

2

	Name	Age	College NAME, if enrolled between July 1, 2020 to June 30, 2021.	Relationship
+				
+				

Student's Name:

Z Number:



Section III- Student's Income Information

- If student did NOT work and/or earn income, select “No, I did not file.”
- If student did work but did not file taxes, then student will need to submit their 2018 W2s.
- If student did file their taxes and was not successful in linking tax information, student will need to request their tax transcripts from the IRS for the required tax year at www.irs.gov.

III. Dependent Student's Income Information To Be Verified

1. TAX RETURN FILERS—Important Note: It takes up to two weeks for IRS income information to be available to use the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers

Instructions: Complete all sections of this worksheet. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you (the student) are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool visit:

<http://www.fau.edu/finaid/other/fafsa-data-retrieval.php>

Important Note: If the student filed, or will file, an amended 2018 IRS tax return, the student will not be able to use the IRS Data Retrieval Tool. Instead a Tax Return Transcript must be ordered at www.IRS.gov and a signed/dated copy of the 1040X tax return must be provided.

Have you or will you be required to file a 2018 U.S. Federal Income Tax Return?

Select ONE that applies:

- ☐ No, and I have no earnings from work
- ☐ No, but I had some earnings from work and I am providing all of my 2018 W2s (Go to table below and specify employer and amount earned for the year)
- ☐ Yes, I have filed a 2018 Federal Income Tax Return, and I (the student) have used the IRS Data Retrieval Tool in FAFSA on the web to retrieve and transfer 2018 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Note: Verification Worksheets will not be accepted until data retrieval has been received by the university. The student's school will use the IRS information that was transferred in the verification process.
- ☐ Yes, I have filed a 2018 Federal Income Tax Return, but was unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, attached is my 2018 IRS tax return transcript. To obtain an IRS tax return transcript, go to www.IRS.gov - click on “Get Your Tax Record” - select “Get Transcript by Mail”. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” 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 2018 IRS tax return was filed). To view the approximate timeframe before you receive your transcript visit <https://www.irs.gov/individuals/transcript-availability>.

Student's Name:



Z Number:





Section IV. Parent's Income Information

- If parent did NOT work and/or earn income, select "No, I did not file."
- If parent did not work and has a U.S. social security number, the parent must request an IRS non-filing letter from the IRS.
- In addition, the parent will need to complete FAU's non-filing statement which the student can get from their MYFAU account (steps 1-6 above).
- If parent did work but did not file taxes, then student will need to submit the parent's 2018 W2s.
- If parent made over the IRS income threshold, they would have to file their taxes.
- If parent did file their taxes and were not successful in linking tax information, parent will need to request their tax transcripts from the IRS for the required tax year at www.irs.gov.

PARENT SECTION:

IV. Parent's Income Information to Be Verified

Note: If two parents were reported in Section II. of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—Important Note: It takes up to two weeks for IRS income information to be available to use the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers

Instructions: Complete all sections of this worksheet. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the parent has not already used the tool, go to [FAFSA.gov](https://fafsa.gov), log in to the parent's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if parents are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool visit www.fau.edu/finaid - Under "Forms and Resources" drop down - click on "Forms"- under the appropriate academic year go to section "Verification forms"- click on link "How to complete the IRS Data Retrieval Process on the FAFSA".

Important Note: If the parent(s) filed, or will file, an amended 2018 IRS tax return, the parent will not be able to use the IRS Data Retrieval Tool. Instead a Tax Return Transcript must be ordered at www.irs.gov and provide a sign/dated copy of the 1040X tax return.

Have you or will you be required to file a 2018 U.S. Federal Income Tax Return?

Select the ONE that applies

- ☐ No, and I had no earnings from work. (I am attaching verification of Non-Filing for 2018 from the IRS)
- ☐ No, but I had some earnings from work and I am providing all of my W2s. (Go to table below and specify employer and www.fau.edu/finaid/verification/v1-verwkshtdep2021.html)

4/2020

V1 Verification Worksheet for Dependents 2020-2021

- ☐ No, but I had some earnings from work and I am providing all of my W2s. (Go to table below and specify employer and amount earned for the year)
- ☐ Yes, I have filed a 2018 Federal Income Tax Return, and I (the parent) have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Note: Verification Worksheets will not be accepted until data retrieval has been received by the university. The student's school will use the IRS information that was transferred in the verification process.
- ☐ Yes, I have filed a 2018 Federal Income Tax Return, but was unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, attached is my 2018 IRS tax return transcript. To obtain an IRS tax return transcript, go to www.irs.gov - under tools click on "Get a Tax Transcript by Mail" - select "Get Transcript by Mail". Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." 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 2018 IRS tax return was filed). To view the approximate timeframe before you receive your transcript visit <https://www.irs.gov/individuals/transcript-availability>



Section V Certification and Signatures

- Parent and student must sign and date in inkpen.

V Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. The student and one parent must sign and date.

Student's Signature

Parent's Signature

Student's Name

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. Inaccurate information may subject you to repayment of ALL funds disbursed and possible audit of file for up to 3 previous years.

Date

Date

Z Number:

FLORIDA ATLANTIC UNIVERSITY



Last Section- Asset Information

- Make sure you DO NOT leave anything blank and put a zero in boxes if it does not apply.
- Highlighted areas must be filled out, no blanks, must enter a 0.

Student Asset Information (If question does not apply, place \$0 in field. Do not leave blank)

1. As of today, what is your (and spouse's) total current balance of cash, savings, and checking accounts?
2. As of today, what is the net worth of your (and spouse's) investments, including real estate (not your home)? Such as installment and land sale contracts, including mortgages you hold from the sale of property, CDs, trust funds, money market funds, mutual funds, stocks, stock options, bonds other securities, Education IRAs, college saving plans, Coverdell savings accounts, commodities, precious and strategic metals, partnerships, S-corporations, etc. **Net worth means current value minus debt.**
3. As of today, what is the net worth of your (and spouse's) current business and/or investment farms?(Include land, buildings, inventories, equipment, machinery, etc.) Note: Business value does not include the value of a small business that you (or spouse) own/control and that has 100 or fewer full-time or full-time equivalent employees.

Student's Signature

Date

Parent Asset Information (If question does not apply, place \$0 in field. Do not leave blank)

1. As of today, what is your parents' total current balance of cash, savings, and checking accounts?
2. As of today, what is the net worth of your parents' investments, including real estate (not your home)? Such as installment and land sale contracts, including mortgages you hold from the sale of property, CDs, trust funds, money market funds, mutual funds, stocks, stock options, bonds other securities, Education IRAs, college saving plans, Coverdell savings accounts, commodities, precious and strategic metals, partnerships, S-

fau.edu/financialaid/verification/v1-vervkshtdep2021.html

4/2020

V1 Verification Worksheet for Dependents 2020-2021

corporations, etc. **Net worth means current value minus debt.**

3. As of today, what is the net worth of your parents' current business and/or investment farms? (Include land, buildings, inventories, equipment, machinery, etc.) Note: Business value does not include the value of a small business that you (or spouse) own/control and that has 100 or fewer full-time or full-time equivalent employees.

Parent's Signature

Date

Submit to one of the FAU Financial Aid offices (Boca, Davie, Jupiter) in person or by mail (No faxes or emails will be accepted). You should make a copy of this worksheet for your records.

Boca Campus 777 Glades Road
Building SU80, Room 233 Boca
Raton, FL 33431-0991 Tel: (561)297-3530

Davie Campus 3200 College Avenue
Building LA 22 Davie, FL 33314 Tel:
(954)236-1229

Jupiter Campus Office of Student
Financial Aid - SR 139 5353 Parkside
Drive Jupiter, FL 33458



Finally, you need to print out the form and physically sign it (wet signature). NO ELECTRONIC SIGNATURES WILL BE ACCEPTED.

- Once you have all the required documents (verification worksheet, tax transcripts or W2s etc.), they can be uploaded securely via Owl Files <https://owlfiles.fau.edu/files/>.
- After the verification documents are received, they will be reviewed and processed by our verification team (*not your financial aid counselor*). If we require additional information, the verification team will contact you directly via your FAU email.
- Please be advised that during peak seasons, the verification process can take up to 3-4 weeks.



How to Upload Documents Into Owl Files

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For immediate assistance regarding Verification documents, [please click here](#) to chat with a financial aid representative Mon – Thurs 8–6, Fri 8–5. This will take you to the main Financial Aid website, where the chat icon is located on the bottom right.

Financial Aid Document Upload

Administrative Actions

Financial Aid Document Upload

FAU Net ID

Znumber*

First Name*

Last Name*

Please select the financial aid documents you would like to upload:

☐ **Verification Forms:** Verification worksheet, Tax documents, W2s, etc.☐ **Revision Forms:** Direct Loan, Housing status, Plus loan, Alternative loan, etc.☐ **Other Forms:** Satisfactory Academic Progress Appeal, Scholarship appeal, State appeal, etc.



Financial Aid Document Upload

Administrative Actions

Financial Aid Document Upload

FAU Net ID

Znumber *

First Name *

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Please select the financial aid documents you would like to upload:

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- ☐ **Other Forms:** Satisfactory Academic Progress Appeal, Scholarship appeal, State appeal, etc.

Upload all verification forms being submitted below by clicking the "Attach Verification Forms" button as many times as necessary.
Electronic signatures on documentation will not be accepted. Please print and physically sign forms before uploading.

Verification Forms

Verification Forms: Verification worksheet, Tax documents, W2s, etc. *

Attach Verification Forms



Submit



Financial Aid Document Upload

FAU Net ID

Znumber *

First Name *

Last Name *

Please select the financial aid documents you would like to upload:

- ☒ **Verification Forms:** Verification worksheet, Tax documents, W2s, etc.
- ☐ **Revision Forms:** Direct Loan, Housing status, Plus loan, Alternative loan, etc.
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Electronic signatures on documentation will not be accepted. Please print and physically sign forms before uploading.

Verification Forms

Verification Forms: Verification worksheet, Tax documents, W2s, etc. *

C:\Users\ \Desktop\Test.docx [Remove](#)

Attach Verification Forms

Submit





OWL FILES

YOUR DOCUMENT HAS SUCCESSFULLY BEEN SUBMITTED.

Allow minimum 10 business days for status to update to received. Please do not submit more than once.

[HOME](#)



Frequently Asked Questions

I am a dependent student and I did not file taxes for 2018. On MYFAU the requirements say I have to turn in taxes. What do I do?

Under student section III where it asks, “Did you file taxes” select one of the “No” responses and submit the remainder of the verification documents. Once received, we will waive the student tax requirement if applicable.

My parent remarried but my stepparent does not provide for me. Why do I have to include my stepparent’s income?

Federal regulations require including your parent’s legal spouse. That person may not personally support you, however that person might help support your parent.

How do I get a non-filers letter from www.irs.gov if they do not answer the phone?

Look for the 4506-T form on the site. Complete the form, keep a copy and send it to the IRS at the address provided on the form. If you do not receive the non-filers letter by mail in 2 weeks, turn in the copy of the 4506-T form dated 2 weeks ago plus a letter, manually signed in ink and dated, stating that you did reach out to the IRS, you did not work in 2018 and did not file 2018 taxes. If you did work, but did not file taxes, submit a copy of your 2018 W-2.



Frequently asked questions continued...

I am 22 years old and live in my own apartment with friends. Why do I have to include my parents on my verification?

Per federal regulations, for FAFSA purposes, you are not considered independent until you are 24 years old. If you think you might have special circumstances, contact your assigned financial aid counselor using instructions found at: <http://www.fau.edu/finaid/contact/financial-counselor/>.

I am an independent student. I send money to my parents and siblings. Can I list them on the verification worksheet as part of my household?

No. You may not list anyone who does not live in your home even if you can prove that you are providing over 50% of their support.

Can I submit my 1040 instead of a tax return transcript from the IRS?

At this time you may. The 1040 must be manually signed in the proper place in ink and dated with the date of submission to the IRS. Also, you must submit Schedules 1, 2 and/or 3 if they are part of the return.



Frequently asked questions continued

Why must my taxes be signed in ink for verification if I signed them electronically?

When verification is completed, you must acknowledge the amounts listed on the tax return you are submitting are true and correct.

If I do not complete verification can I just receive Federal Loans?

Completing verification allows you to receive all federal aid for which you are eligible. Federal loans are part of the federal aid package and therefore verification must be completed before you can be offered Federal Direct Loans.

I completed the required verification 4 and now you are asking me to complete a verification 5. Must I do this?

Sometimes the federal system selects students for verification 5 after verification 4 has been completed. Yes, this must be completed to be offered aid.

Do I have to complete verification every year?

The federal selection for verification is random. Some years you might be selected and other years you might not. Always complete FAFSA early and always try to use data retrieval to enter taxes.



Contact Information

If you have any questions, please contact:

Barbara Stern, Assistant Director and Verification Supervisor at 561-297-3518 bstern9@fau.edu

Nicole Ryan, Verification Coordinator at 561-297-4615 njarami1@fau.edu

The PDF of the Verification 101 presentation is located at <http://www.fau.edu/finaid/pdf/verification-101.pdf>