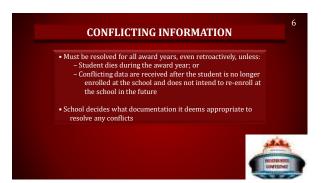




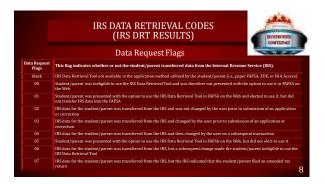


POLICIES & PROCEDURES		
Policies & Procedures are Required		
Your school must have written policies about		
<ul> <li>the time period in which students must submit verification documentation,</li> <li>the consequences for failing to submit those documents in time,</li> <li>the method you will use to notify students if their EFG and Title IV aid amounts chanse.</li> </ul>		
the procedure you or students will follow to correct FAFSA data,     the procedure you will follow to refer a student to the Office of Inspector General (OliG)(see Chapter 5 of FSA HB).		
Your school must provide, in a timely manner, students selected for verification a clear explanation of their role, including what documents they		
must submit, the deadlines they must meet, and the consequences of failing to meet them.		
You must complete verification for a selected student before you exercise professional judgment to adjust any values that are used to calculate the EFC.  But making a PJ adjustment does not require you to verify an application	adala.	

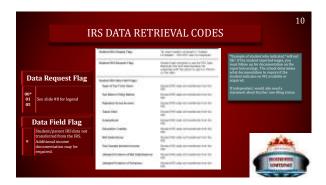
Institutional <b>S</b> tudent <b>I</b> nformation <b>R</b> ecord <b>ISIR</b>	5
ISIRs contain processed student information reported on the Free Application for Federal Student Aid (FAFSA), as well as key proces results and National Student Loan Data System (NSLDS) financial history information. ISIRs are sent electronically to schools by the Central Processing System (CPS).	ssing aid
– FSA ISIR definition https://ifap.ed.gov/ifap/byAwardYear.jsp?type=isirguide	
1	Deliner Deliner

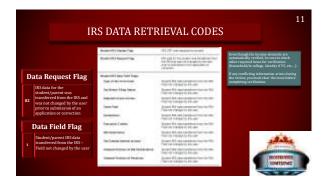


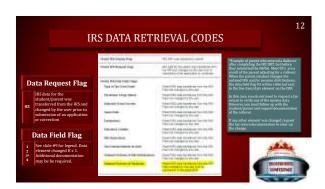
774 Co. 1	-lyigri C	
VI – Standa	rd Verification Group	
Tax Filers		
✓ adjusted gross income	Non-Tax Filers	
✓ U.S. income tax paid	✓ income earned from work	
✓ untaxed portions of IRA distributions		
✓ untaxed portions of pensions	Other Data Elements	
✓ IRA deductions and payments	✓ household size	
✓ tax-exempt interest income	✓ number in college	
✓ education credits		- 4/4

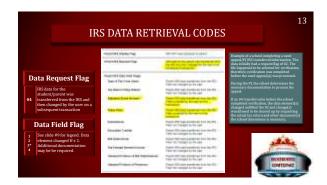


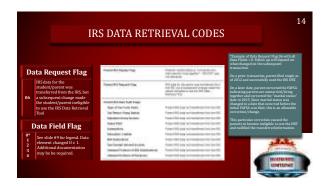














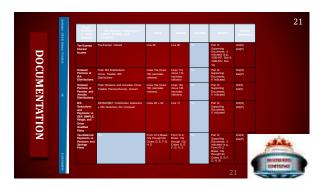
Verification Tracking Grou	16 <b>ps</b>
V1 – Standard Verification Group	
Tax Filers <ul> <li>adjusted gruss income</li> <li>U.S. income tax paid</li> </ul> <li>untaxed portions of IRA distributions  <ul> <li>Rollovers (if rollover, further documentation required)</li> </ul> </li>	
✓ untaxed portions of pensions ✓ Rollovers (if rollover, further documentation required)	26.00
<ul> <li>✓ IRA deductions and payments</li> <li>✓ tax-exempt interest income</li> <li>✓ education credits</li> </ul>	morney.
	mattest

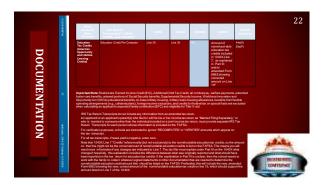
	DOCUMENTATION	
A	skRegs Alerts:	
	Tax Returns and Verifications of Nonfiling: ED has published the January 3, 2019 Electronic Administration Changes to 2018 2019 and 2019 2020 Verification Requirements, annuous net bat schools can new accept signed copies of tax returns and self-certifications of nonfiling to complete verification for the remainder of the 2018-19 and 2019-20 award years. Conditions apply. While many impacted AskRegs (Q&As have already been updated, we are in the process of updating the rest. In the meantime, note the following we have confirmed with ED:	
	The guidance applies regardless of the government shutdown and is effective for verifications being completed on or after January 9, 2019, even if the student was selected for verification and the school requested documents before January 9, 2019.	
	The guidance now applies when verifying amended tax returns and, under certain conditions, IRS-related identity their cases. See Today's News article, Verification Guidance Released [] Includes Changes for Amended Tax Files, Victims of Identity Their.	
ht	ttps://askregs.nasfaa.org/.	

DOCUMENTATION	1
The documentation you will need for verification varies according to the item verified. The Department encourages students and parents to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. It is the fastest, easiest, and most secure method of meeting verification requirements.	
If you use a verification document, be sure that it is signed, that all required sections are completed, and that any relevant tax or alternative documents are attached. Copies are acceptable, and unless specifically noted, a signature on a copy is as valid as an original signature (i.e., a handwritten or "wet" signature).	
Copies of tax returns are now acceptable (1040, 1040X, 1040EZ, & 1040X). If it is unsigned, the filer (or at least one of the filers of a joint return) must sign it or the tax preparer must provide his name and SSN, EIN, or PTIN.	-
MODELLINE UNITED A	31

DOCUMENTATION	
Victims of Identity Theft	
Victims of identity that who cannot get a return transcript or use the DRT submits. Tax Return Database View (TRDNY) transcript at swell as a statement they have giped and clared indicating it they were victims of rax related identity their and that the IRS has been made aware of it. They do calling the IRS is dentity Protection Specialized Unit (PSU) at 800-908-490. After the 2012 authenticates the tax filer's identity, she can sak the IRS to mail her the TRDBY transcript, which is alternate paper transcript that will look different than a regular transcript but that is official and ca used for verification. Unless you doubt the TRDBY transcript's authenticity, you don't need to get a signature or stamp or any other validation.	his by an n be
See <u>DCL_GEN_14-05</u> for a sample TRDBV transcript. Those who cannot obtain a TRDBV transcript r instead submit another official IRS transcript or equivalent IRS document if it includes all of the include salt of the includes all the transcript or equivalent required to be verified; <u>Thiss://askreps.nasfaa.org/</u>	
Sample TRDBV: https://ifap.ed.gov/dpcletters/GEN1405.html	SARLE MILITALE



































VERIFICATION EXCLUSIONS
Situations where you do not need to complete verification for a selected student (cont):
Applicant verified by another school. The student completed verification for the current award year at another school before transferring, Her FAFSA data must be the same as it was at the previous school, and you must get a letter from that school stating that it verified her application and providing the transaction number of the pertinent valid ISIR.
<ul> <li>Post enrollment. The student was selected for verification after ceasing to be enrolled at your school, she does not intend to reenroll for the award year, and no further (including late) disbursements will be made.</li> </ul>
-FSA HB December 2017 AVG- 81-82











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Association Resources	
IASFAA: https://www.iasfaa.com/	
Trainings with IASFAA: https://www.iasfaa.com/docs/toc_training.html	
MASFAA (Check out the Summer Institute!): https://www.masfaaweb.org/	
Check out all that NASFAA has to offer: http://www.nasfaa.org/About_NASFAA	
NASFAA is a great resource on many levels: http://www.nasfaa.org/tools_resources	
Today's News: http://www.nasfaa.org/todays-news	
NASFAA Credentials: http://www.nasfaa.org/Earn_Professional_Credentials	
Verification Credential: http://www.nasfaa.org/verification_pt	Sec.
NASFAA U: http://www.nasfaa.org/NASFAA_U	-
AskRegs: https://www.nasfaa.org/askregs	met

