

# Coffeyville Community College

## Financial Aid Office

Fax 620-252-7098

Email [faquestions@coffeyville.edu](mailto:faquestions@coffeyville.edu)

### What is verification and why am I being asked for information already on the FAFSA?

Your application was selected, by the Federal Government, for review in a process called "Verification." In this process, Coffeyville Community College is required to compare the information from your FAFSA with copies of your 2014 Federal tax return transcripts, or with W-2 forms or other financial documents. If you are a dependent student we will also ask for your parents 2014 Federal Tax information. We are required by law to request this information and we will not award you any federal aid before until the verification process is complete.

If there are differences between your FAFSA information and your financial documents, you or CCC may need to make corrections to your FAFSA. Do not make corrections unless you are directed by us after the verification process is complete. In most cases CCC will make any necessary corrections. Please complete this verification form along with any other requested items and submit it to the Financial Aid Office as soon as possible so that your financial aid won't be delayed.

### What you should do next?

1.If you did not use the IRS Data Retrieval on your FAFSA, you must submit a 2014 tax return transcript from the IRS. Per federal regulations, a copy of your federal tax return is not acceptable. You do have the option to use the IRS data retrieval at this time. Please see the back of the verification worksheet for directions in requesting the IRS tax transcript or how to update the FAFSA using the IRS data retrieval tool. Using the tool eliminates the need for the IRS tax transcript.

2.Talk to your financial aid staff if you have questions about completing this worksheet. If the information on the worksheet is different than the information on the FAFSA you will need to explain. For example, if you reported 4 people in the household on the FAFSA and you reported 5 people on the verification worksheet please explain.

3.Complete and sign the worksheet (parent signature also needed for dependent students).

4.Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid office staff.

5. The financial aid staff will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. If there are differences between the verification information and the FAFSA the financial aid staff may need to follow up with you and your family to request more information regarding the information. The purpose of verification is to ensure the accuracy of the data used to determine your financial aid eligibility. This makes it necessary for us to follow up on any information that may have changed or doesn't what was reported on the FAFSA.