2018-2019 KHEAA Verification Instructions

Every year the U.S. Department of Education selects a percentage of financial aid applicants for a review of their financial aid information. This review is known as Verification **and will require certain information to be submitted in order for the financial aid process to be completed. The information you need to submit will depend on the Verification group you are assigned.**

The completion of the Verification process is not optional and must be completed before any financial aid awards will be offered. The failure to submit verification documentation before the priority dates may delay disbursements. Below are the priority dates for submitting all verification documentation to KHEAA:

FALL/Spring	Spring Only	Summer
June 1st	October 1st	March 1st

KHEAA has been contracted to complete all Verification services on behalf of Brescia University;

The status of your verification process is available online via your KHEAA Verify account. To access your account:

- Please go to www.kheaa.com and click "**Sign In**."
- Sign in with your user id and password (First time users must register first).
- Click on **KHEAA Verify**.
- Look at the documents needed for your account. If there is not a *DATE RECEIVED* populated, then we still need this document. Please allow five business days for documents to show as received on your account. The following document statuses are explained below:
    - *Waived*- We have determined that we no longer need this information.
    - *IRS Data Retrieval*-We have received the IRS Data Retrieval for the federal tax information for the student or parent.
    - *Received*-We have received the documentation.
    - *Awaiting Parent Signature*-The student has e-signed the Verification worksheet; we are waiting on the parent to e-Sign the Verification worksheet.
    - *Awaiting Student Signature*-The parent has e-signed the Verification worksheet; we are waiting on the student to e-sign the Verification worksheet.
    - *Incomplete*- The document received does not satisfy the requirement (missing pages, not legible, not signed, etc.)
    - *Pending*- The document is pending review to see if it satisfies the requirement.
    - *Not Requested*-We received this document; however it was not needed or requested for verification.

All students must submit a Verification worksheet, available online at www.kheaa.com, and use the IRS Data Retrieval Tool to electronically transfer the tax return data directly onto the FAFSA or submit the federal income IRS Tax Return Transcript.

Follow the following steps to begin the verification worksheet

1. Click on "Student Worksheet" to start a new verification worksheet or complete an existing worksheet.
2. Follow the prompts to complete the worksheet. Don't leave any lines blank. Type in a 0 if that is the correct answer.
3. If you are a dependent student, your parent whose information is listed on the FAFSA, will also need to create an account to e-sign your worksheet.

You may be selected for different types of verification and you may need to provide federal tax information; your KHEAA account will show which type of verification you have been selected for and if tax information is required. **Two options for submitting federal income tax information (if you are a dependent student, your parent must also submit federal income tax information):**

1. **Select the IRS Data Retrieval Option when filing your FAFSA OR select this option through the correction process once your applicable FAFSA award year federal tax return information becomes available.**

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OR

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2. **If you or your parents, if you are dependent student, are not eligible OR choose not to use the IRS Data Retrieval Option, you must provide a copy of your IRS Tax Return Transcript (NOT IRS Form 1040), if you filed a Federal Tax Return.**
   o If you or your parent(s) did not file a tax return and are not required to file, but earned wages, you **must** submit **W-2(s).**
   o If an amended federal tax return was filed, please submit a copy of your **IRS Form 1040X AND a copy of your IRS Tax Return Transcript.**
   o If your parent is **remarried**, please also include a copy your **step-parent's IRS Tax Return Transcript (NOT IRS Form 1040)**, if they filed separate tax returns.
   o If your parents are **divorced or separated** and filed a "joint tax return", please also submit copies of their **W-2(s)** along with the tax return transcript.
   o Instructions for requesting an IRS transcript, can be found at the following web address: http://www.irs.gov/individuals/article/0,,id=232168,00.html
       1. Click on 'Get Transcript ONLINE'.
       2. Create an account.
       3. Select Higher Education/Student Aid as reason to request the transcript.
       4. Select the year for the transcript (defaults to current tax year).
       5. Save PDF to your computer, then upload to KHEAA using attached instructions. (Do not password protect document; KHEAA will not be able to open this document after uploaded.)

Please include your student ID number/Social Security number on the requested documents so we can match them with your records. Students/parents can scan and electronically submit required documentation through KHEAA's secure document upload feature. See attached instructions.

If you should have questions about the Verification process or questions regarding your verification status, contact the KHEAA Verify team at 855-272-8771, Monday thru Friday, 8:00 – 6:30 EST.

As a result of the Verification process the data reported on the FAFSA may need to be adjusted. In this case, the KHEAA Verification Services will electronically submit corrections to the FAFSA. If financial aid eligibility changes as a result of the Verification process, you will be notified.

Thank you for your prompt attention to this matter. We look forward to assisting you during the academic year.

KHEAA VERIFICATION SERVICES
P.O. BOX 4902
FRANKFORT, KY 40601
PHONE: 855-272-8771
Email: verification@kheaa.com