



## 2021-2022 VERIFICATION INFORMATION FACT SHEET

### Why did you get selected for Verification?

The federal government selects Free Applications for Federal Student Aid (FAFSA) for the verification process. Colleges and universities are then required to verify that the data reported by students and their parent(s) is correct. In some instances, our review may result in a change to the student's financial aid eligibility. Your signature on the FAFSA indicates your willingness to provide documentation if it is requested. Participation in the Verification process is not optional if you wish to receive federal student aid, including federal student and parent loans.

### What programs are affected?

- |   |                                  |
|---|----------------------------------|
| a. Federal Pell Grant                                 | d. Federal Work Study            |
| b. Federal Supplemental Educational Opportunity Grant | e. Federal Direct Stafford Loans |
| c. Federal TEACH Grant                                |                                  |

### Deadline to Submit:

- In order to be considered for the Federal Pell Grant: Deadline is 120 days after the student's last date of attendance during the 2021-2022 academic year or September 1, 2022, whichever comes first.
- To be considered for all other federal aid programs, including Federal Direct Student Loans and the Federal PLUS Loan, the deadline is 30 days prior to the end of the last semester the student attends during the 2021-2022 academic year.

Students and their families are strongly encouraged to submit all requested information to the One Stop for Student Services as quickly as possible.

### How do I complete the required Verification Process?

- Complete the 2021-2022 Verification Worksheet available at [www.kent.edu/financialaid/forms](http://www.kent.edu/financialaid/forms)
- If you did not originally use the IRS Data Retrieval Tool when you filed the FAFSA, you may submit a correction and use the tool instead of submitting a signed copy of a Federal Tax Return or IRS Tax Return Transcript. Log on to your FAFSA at <https://fafsa.gov>. We strongly encourage you to use this option. Some tax filers may not be able to use the Tool. If that applies to you, you must submit a signed copy of a Federal Tax Return or IRS Tax Return Transcript. A Federal IRS Tax Return Transcript can be obtained online or by mail, free of charge, by visiting [www.irs.gov](http://www.irs.gov) (click on "Get Your Tax Record") or by calling **1-800-908-9946**. Be sure to request a **"Return Transcript"** and **not** an **"Account Transcript."** Federal financial aid policies do not allow us to accept state tax returns to fulfill this requirement.

An IRS Non-Filing Letter can be obtained online or by mail, free of charge, by visiting [www.irs.gov](http://www.irs.gov) (click on "Get Your Tax Record") or by calling **1-800-908-9946**. To obtain an IRS non-filing letter, individuals must complete the process for requesting a tax transcript as listed above. The IRS will provide a non-filing letter only if a return was not filed.

If you filed an amended tax return for 2019, you must provide a copy of your tax transcript (which will include only information from the original tax return) and a signed copy of the 2019 IRS form 1040X that was filed with the IRS.

If you or your parent/stepparent has a 2019 tax extension beyond the automatic six-month extension, you may submit IRS form 4868 for tax year 2019, a copy of the IRS's approval of an extension beyond six months, and a copy of all 2019 W2's. Additionally, you must submit an IRS Non-Filing Letter dated after October 1, 2020.

If you were a victim of IRS tax-related identity theft, you may provide a Tax Return DataBase View (TRDBV) Transcript, obtained from the IRS and a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

If you filed a foreign 2019 tax return or a tax return with Guam, the Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands, please contact the One Stop for Student Services for further instructions.

- Submit any other required documentation as indicated on your Verification Worksheet or your FlashLine account.

### **What happens after Verification is complete?**

1. A financial aid professional will compare information on this worksheet and any required supporting documents with the information submitted on the 2021-2022 FAFSA. Please allow up to 7-10 business days for this review.
2. If additional documentation is requested after reviewing the worksheets and supporting documents, we will request the additional information on the student's FlashLine account under Financial Aid Messages. A notification will be sent to your Kent State email account. It is the responsibility of the student to check their FlashLine account on a regular basis.
3. Kent State University will electronically submit any corrections necessary to the 2021-2022 FAFSA.
4. The federal Department of Education will reprocess the FAFSA if corrections are necessary. The student will receive an updated electronic Student Aid Report.
5. If the student's financial aid eligibility changes for 2021-2022 as a result of corrections, the financial aid awards will be updated, and the student will be notified by an email to their Kent State email account.

Please contact the One Stop for Student Services or a Regional Campus Financial Aid Office if you have any questions or concerns.