



**Seward County Community College ♦ Financial Aid Office**  
PH: 620-417-1110 | FAX: 620-417-1119 | P.O. Box 1137 Liberal, KS 67905-1137

## Verification Information and FAQ's

### What is Verification?

Verification, a process mandated by the U.S. Department of Education, requires you to provide documentation to verify information submitted on the FAFSA. This documentation may vary according to the item(s) needing to be verified. If your application is selected for verification, by either the U.S. Department of Education or the school, you will not be eligible for Federal Aid until this process is completed (this includes Federal Pell Grant, Federal Work Study, Federal Stafford Loans, etc.).

While the documentation you will need for verification varies according to the item verified, the Financial Aid Office may require the following documentation if your application is selected.

- **Verification Worksheets:** These worksheets must be completed to determine household size, number in college, income earned from work for non-tax filers, documentation of a high school diploma and/or a Statement of Educational Purpose/Identity, low income verification or independent status
- **IRS Tax Information** (only needs to be submitted if requested by the Financial Aid Office): The IRS Data Retrieval process has become the preferred method for populating tax information for the FAFSA online. Students and parents are encouraged to use the IRS Data Retrieval Tool (DRT) to import data from their tax returns. It is the fastest, easiest, and most secure method of meeting verification requirements.

**NOTE:** If student/parent cannot or will not use the IRS Data Retrieval, either at initial FAFSA filing or through the FAFSA on the Web correction process, you must provide an IRS Tax Transcript for the student and spouse, and/or parents as applicable. Tax transcripts can be obtained in the following ways:

- **Online:** If student and/or parent has their own credit card account, auto loan, mortgage, home equity loan or line of credit, plus a mobile phone with your name on the account, use the "Get Transcript Online" feature at [www.irs.gov/transcript](http://www.irs.gov/transcript). You will immediately be able to download and print your transcript.
- **By Mail or Fax:** You may complete Form 4506-T, REQUEST FOR TRANSCRIPT OF TAX RETURN, and mail or fax it to the address indicated on the form. There is no charge for the summary transcript. Allow 10-15 working days for delivery. (Form 4506-T is available at <http://www.irs.gov> under the "Forms and Pubs" column)
- **By Phone:** You may call 1-800-908-9946 and request a transcript by the automated system. Please follow the automated options that are provided to you. Your transcript(s) should be mailed within 10 to 15 working days.

### What happens next?

When the SCCC Financial Aid Office receives your accurately completed Verification paperwork, we compare the information on these documents to the information you provided on your most recent FAFSA. If the information from the documents you submit conflicts with your FAFSA, additional information may be required to clear up the discrepancy. You will be contacted by mail if additional information is needed. Responding quickly to any requests for additional information will help avoid further delays.

In some cases, the Financial Aid Office must resubmit the changes that we have made to the FAFSA data (due to verification) to the U.S. Department of Education. If these changes impact your eligibility for a Pell Grant, you will receive a Confirmation Report in the mail to replace your most recent SAR (Student Aid Report). The process of resubmitting data usually takes 10 to 14 additional days after verification is complete.

You should receive an award notification in approximately 7 to 10 days after the data on your FAFSA is verified, (receipt of awards may be longer during peak processing periods) as long as your file is complete. You need to review your award letter and follow the instructions on how to accept your awards. This is accessible through the SCCC web site by using your student ID and password to log onto the "myCampus" portal. You must carefully read and accept or decline each award. Be sure to complete all portions of the Award Process.

Seward County Community College Office of Financial Aid | 1801 N. Kansas, PO Box 1137 Liberal, KS 67905  
tele: | toll free: (800)373-9951 office: (620)417-1110 | fax: (620)417-1119 | email: [finaid@sccc.edu](mailto:finaid@sccc.edu)