



2023-2024 Verification Information Fact Sheet

Why did you get selected for Verification?

The federal government selects a student's Free Application 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, the verification process 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 loans and parent loans.

What programs are affected?

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal TEACH Grant
- Federal Work Study
- Federal Direct Loans

Deadline to Submit:

- In order to be considered for the Federal Pell Grant: the deadline is 120 days after the student's last date of attendance during the 2023-2024 academic year, or September 1, 2024, whichever comes first.
- To be considered for all other federal aid programs, including Federal Direct Student Loans and Federal PLUS Loans: the deadline is 30 days prior to the end of the last semester the student attends during the 2023-2024 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 2023-2024 Verification Worksheet available at www.kent.edu/financialaid/forms.
- Submit required tax information, as request on your Verification Worksheet:
 - **IRS Data Retrieval Tool:** If you filed a 2021 Federal Income Tax Return and you did not originally use the IRS Data Retrieval Tool when you filed the FAFSA, you may submit a correction at www.studentaid.gov and use the tool instead of submitting a Federal Tax Return or Transcript. Some tax filers may not be able to use the IRS Data Retrieval Tool. If that applies to you, submit your Federal Tax Return or Transcript.
 - **Federal Tax Return or Transcript:** If you are not able to use the IRS Data Retrieval Tool, you must submit a signed copy of your 2021 Federal Tax Return or your 2021 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 (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.

- **IRS Verification of Non-Filing Letter:** If you did not file a 2021 federal income tax return and were not required to file, you can obtain your IRS Verification of Non-Filing Letter online or by mail, free of charge, by visiting www.irs.gov (click on “Get My Tax Record”) or by calling **1-800-908-9946**. To obtain an IRS non-filing letter, you must complete the process for requesting a tax transcript as listed above. The IRS will provide a Verification of Non-Filing Letter only if a return was not filed.
- Submit any other required documentation, which may include:
 - **Amended Tax Return:** If you filed an amended tax return for 2021, you must also provide a signed copy of the 2021 IRS Form 1040X that was filed with the IRS. If you do not have your IRS Form 1040X, you may submit an IRS Tax Account Transcript. A Federal IRS Tax Account Transcript can be obtained online or by mail, free of charge, by visiting www.irs.gov (click on “Get Your Tax Record”) or by calling **1-800-908-9946**. Be sure to request an **“Account Transcript”** and **not** a **“Return Transcript.”**
 - **Tax Extension:** If you or your parent/stepparent has a 2021 tax extension beyond the automatic six-month extension, you may submit IRS form 4868 for tax year 2021, a copy of the IRS’s approval of an extension beyond six months, and a copy of all 2021 W2’s. Additionally, you must submit an IRS Non-Filing Letter dated after October 1, 2021.
 - **Tax-Related Identity Theft:** 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 they were a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft. You must contact the IRS at 1-800-908-9946 to request a TRDBV Transcript.
 - **Foreign Tax Return:** If you filed a foreign 2021 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.
 - Any other documentation indicated on your Verification Worksheet or your FlashLine account.

What happens after Verification is complete?

1. A financial aid professional will review the information you submitted. Allow up to 10 business days for this review.
2. If additional documentation is necessary, Kent State will notify you (the student) using your Active Messages in the Financial Aid section of your FlashLine account. A notification will also be sent to your Kent State email account. It is your responsibility to check your FlashLine account on a regular basis.
3. Once all required documentation is received, Kent State will make any necessary corrections to your FAFSA. You will receive an updated electronic Student Aid Report.
4. If your financial aid eligibility changes for 2023-2024 as a result of the FAFSA corrections, your financial aid awards will be adjusted, and you will be notified using your Active Messages in the Financial Aid section of your FlashLine account. A notification will also be sent to your Kent State email account.

Please contact the One Stop for Student Services or your Regional Campus student services area if you have any questions or concerns.