

Eagle Talk Tuesdays

Verification

Michelle Standridge

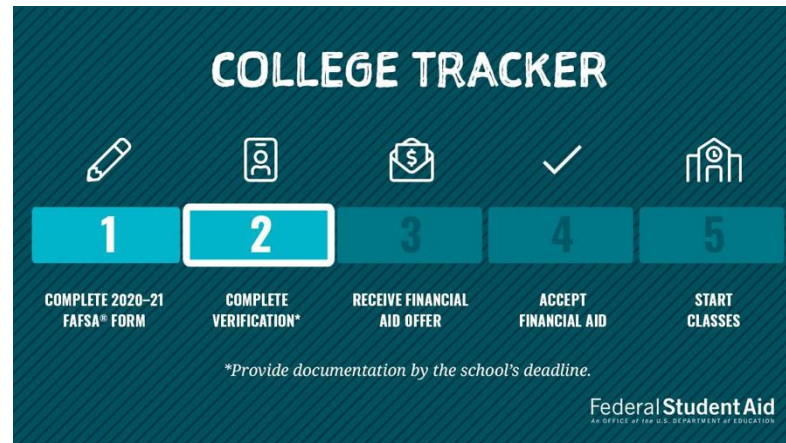
What is Verification?

Verification is the process your school uses to confirm that the data reported on your FAFSA form is accurate.

Each school listed on the student's FAFSA will request verification documents.

A student selected for verification will be asked to show that he or she reported certain FAFSA information correctly.

Different students are asked to verify different items.



Why KHEAA?

Spalding has partnered with KHEAA to complete Verification for our students and their families. KHEAA has a secure website for students/families to complete the required process and safely upload all required documents. KHEAA has a dedicated team working only on verification.

As soon as you are admitted to Spalding, KHEAA will start emailing and texting you about KHEAA Verify.

<https://www.kheaaverify.com/website/kheaaverify/getstarted.htm>

Click to sign in



Need to [Register ?](#)



Getting Started

- Register an account with KHEAA
- If dependent (entered parent information on FAFSA), parent will register with KHEAA as well.

The screenshot shows the KHEAA Verify website. At the top is a blue header with the KHEAA logo on the left, "MyKHEAA" in the center, and a "Logout" link on the right. Below the header, the main content area has a "Verification Status" heading on the left and a "KHEAA Verify" link on the right. The main text area contains four sections: "What is KHEAA Verify?" (describing the automated online FAFSA verification service), "What is verification?" (explaining the process of verifying FAFSA information), "If I have made errors completing the FAFSA, how will the information be corrected?" (describing the correction process), and "What is the deadline for completing verification?" (stating the federal verification deadline). At the bottom, there are two sidebars. The left sidebar, titled "PARENT ACCESS", contains a "Parent Access" button and text about viewing and e-signing documents. The right sidebar, titled "FAQ/ADDITIONAL INFORMATION", contains a list of links: "FORM 4506", "Frequently Asked Questions", "High School Completion Status", "KHEAA Verify IRS 4506-T Request for Transcripts", "Upload Instructions for KHEAA Verify", and "Form 4506C Request for Transcript".

KHEAA
MyKHEAA Logout

Verification Status [KHEAA Verify](#)

What is KHEAA Verify?

KHEAA Verify is an automated online FAFSA verification service that collects documentation and submits FAFSA Corrections to the U.S. Department of Education's Central Processing System (CPS) for your school.

What is verification?

It is a process that requires colleges to verify the accuracy of the information provided on a student's FAFSA to make sure that students who receive federal aid are truly eligible. If your FAFSA was selected for verification by the U.S. Department of Education, you must provide documentation to verify the information that was entered on your FAFSA. Your FAFSA may have been selected for verification at random, because it was incomplete, or because you provided estimated or inconsistent information.

If I have made errors completing the FAFSA, how will the information be corrected?

If there are differences between your FAFSA and the financial documents submitted, KHEAA Verify will submit all changes to the Central Processing System for reprocessing. CPS will issue an updated Student Aid Report (SAR) to notify you of any change in your estimated financial contribution (the amount that the federal government expects your family to be able to pay toward your education) because of corrections made during verification.

What is the deadline for completing verification?

The federal verification deadline is the end of the term or academic year for which the student is enrolled, whichever is sooner. However, delaying verification may delay the awarding of financial aid. Documents must be submitted in a timely manner to help expedite the typical 15-day verification process after all documents are received.

PARENT ACCESS

Parent Access Parents- View and E-sign documents for each of your students.

FAQ/ADDITIONAL INFORMATION

- [FORM 4506](#)
- [Frequently Asked Questions](#)
- [High School Completion Status](#)
- [KHEAA Verify IRS 4506-T Request for Transcripts](#)
- [Upload Instructions for KHEAA Verify](#)
- [Form 4506C Request for Transcript](#)

What will I need?

YOUR CURRENT VERIFICATIONS

SPALDING UNIVERSITY

20212022 (TAX YEAR 2019)



20202021 (TAX YEAR 2018)



20192020 (TAX YEAR 2017)



What will I need?

YOUR CURRENT VERIFICATIONS

SPALDING UNIVERSITY

20212022 (TAX YEAR 2019)

School Import DataAccount HistoryFAFSA CorrectionsContact KHEAAUpload Documents

Verification Status: **CRITICAL DOCUMENTS STILL NEEDED** Date: 11/24/20

The following documents or information are needed to complete your verification. See the document descriptions for more detailed information by clicking on the question mark beside the document.

Doc Type	Document Source	Document Status	Date Requested	Date Received
WORKSHEET ?		REQUESTED	11/24/20	
PARENT IRS RETRIEVAL, TAX RETURN TRANSCRIPT, OR SIGNED 1040 ?		REQUESTED	11/24/20	
If sending in a signed federal tax form, please include all applicable schedules.				
STUDENT IRS RETRIEVAL, TAX RETURN TRANSCRIPT, OR SIGNED 1040 ?		WAIVED	11/24/20	11/24/20

SPALDING UNIVERSITY
2021-2022 / 02 / V1
DEPENDENT

KHEAA Contact: BRITTANY CHRISTY

Online Worksheet

- This confirms student demographic and household information.
- Enter name, age and relationship of all individuals in household.
- If information on the FAFSA was incorrect, this is where you can correct it.
- Once student has completed, if they are dependent the parent will log in and scroll through what student completed and esign the worksheet.

YOUR CURRENT VERIFICATIONS

SPALDING UNIVERSITY

20212022 (TAX YEAR 2019)

[School Import Data](#) [Account History](#) [FAFSA Corrections](#) [Contact KHEAA](#) [Upload Documents](#)

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SPALDING UNIVERSITY
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DEPENDENT

KHEAA Contact: BRITTANY CHRISTY

Tax information options

- Sign back on to FAFSA and use the DRT option and resubmit
- Request a Tax Return Transcript from the IRS.
 - www.irs.gov/individuals/get-transcript or call -855-272-8771
- Upload a copy of your signed Tax Return, with all schedules as it was submitted.
- Make an appointment to bring a copy of your signed Tax Return, with all schedules to the Spalding Financial Aid office and we can upload for you.
- KHEAA may also request a copy of student and/or parent W-2's.
- If a non-filer as defined by IRS, KHEAA may request a written statement of non filing.

Tax information options – DRT tips

- If you have tried to link to the IRS in the FAFSA but are having difficulties, look at the following:

The address has to be exactly as on the taxes.

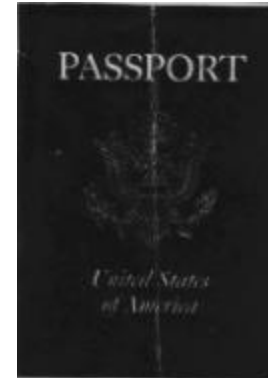
- Try typing in all caps
- Try typing out Road, Street, etc. rather than Rd, St, Ave
- If an apt number is part of the address try using their line for apt #
- If an apt number is part of the address try using apt. and the number or just the number

****don't stress if it doesn't work, sometimes it just won't link.**

Right now you do have the option to submit a signed copy of the return as submitted.

- Worksheet for low or no income.

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- The image displays three examples of document forgery. On the left is a US passport with a gold border and the word 'SAMPLE' in large letters. In the center is a dark passport with the word 'PASSPORT' in white. On the right is a US passport with a gold border and the word 'SAMPLE' in large letters.



I've submitted everything to KHEAA, now what?

- Once you have submitted and signed everything, check KHEAA verify one more time. KHEAA may need to request additional documents. The system will tell you if everything is submitted and sent to an initial evaluator. Once with an evaluator, the verification process should take about 3-5 days. KHEAA will notify Spalding once they have completed it and Spalding should have record in our system in an additional 2-3 days.
- Questions during the process
 - Use the Contact KHEAA option in the KHEAA system to send an email message
 - Call KHEAA 1-855-272-8771 (Monday – Friday ET 8-5:30)
 - Call Spalding Financial Aid office 1-502-873-4330
 - Email financialaid@spalding.edu

The information on the FAFSA has changed since it was originally submitted

- Has there been a death, divorce, or change in household makeup since you filed?
- The house hold has unusual expenses such as medical or private school for student's siblings
- Has there been a change in household income
 - Job loss or job change
 - FAFSA had one time income such as 401K withdraw
- CONTACT financialaid@spalding.edu and we can talk through your specific circumstances.

Questions?

