

What is Verification?

Verification is a process mandated by the U.S. Department of Education (ED). This process requires students, selected for verification by the ED, to submit documentation to the Cypress College Financial Aid Office (CC FAO) for review. The CC FAO must review these documents and verify the information in order to determine the student's eligibility for financial aid.

When selected for verification by the ED, students must use the on-line student verification portal to submit their documentation. The documentation required as part of the verification process includes:

- A completed Verification Worksheet.
- Copies of your (and your spouse's, if married) IRS tax return transcript, W-2s, and 1099s
- Copies of your parents' IRS tax return transcripts, W-2s and 1099s
(For students who were required to provide parent financial information on their Financial Aid Application)

To avoid unnecessary delays, please upload and submit all required documents promptly via the on-line student verification portal. Also, be sure you have filled out the Verification Worksheet completely, and that all documents are signed by the appropriate parties. Cypress College cannot complete the verification process until complete documentation is received. Incomplete documentation or blanks on the worksheet will cause substantial delay.

What happens next?

When the Cypress College Financial Aid Office (CC FAO) receives your all of your documentation, the information on those documents will be compared to the information provided on the student's most recent Financial Aid Application. If there is conflicting information, the CC FAO may require additional documentation to clear up the discrepancy. Responding quickly to any requests by the CC FAO will help avoid further delays. **Verification may take up to four weeks after all the required documentation is submitted to the CC FAO.**

In some cases, as a result of the verification process, the CC FAO must submit corrections to your Financial Aid Application. If these changes impact your eligibility, you will receive an email with updated information from the ED. The corrections process takes an additional 5 to 7 business days, and then the verification process can be completed.

What do I need to know about required documentation?

1. An IRS Tax Return Transcript is **not** the same as IRS Tax Return
2. Do **not** submit 1040 Tax Returns **or** State Tax Returns
3. Copies of W-2s and 1099s may be required even if the student (and/or parents/spouse, if applicable) did not file a Tax Return (*If an employer did not send a W-2, contact the CC FAO for instructions*)
4. IRS Tax Return Transcripts must be requested from the IRS
(A Wage and Income Transcript can be requested and used in place of W-2 forms)
 - Online Request– <https://www.irs.gov/individuals/get-transcript> (Print from your internet browser)
 - Online Mail Request – <https://www.irs.gov/individuals/get-transcript> (mailed to you)
 - Phone Order Request – (800) 908-9946 (mailed to you)
 - Paper Mail Request (Form 4506-T) – <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> (mailed to you)
5. IRS Tax Return Transcripts are **not** required if the student (and student's parent, if applicable) used the IRS Data Retrieval Tool on the FAFSA and did not make any changes to the transferred information
6. IRS Tax Return Transcripts do not need to be signed by the taxpayer