

Verification

All students selected for verification must submit the appropriate documentation to the Financial Aid Office. This may include, but is not limited to:

- A verification worksheet, (if required) with all items completed and student/parent or student/spouse signatures included.
- IRS Data Retrieval Tool or Tax Return Transcripts.
- Any applicable tax schedules (i.e., C, F, or Schedule K1 Form 1065) for student/parent or student/spouse.
- All student/spouse W-2 form(s) or 1099-MISC form(s) for total wage income.*
- All parent W-2 form(s) or 1099-MISC form(s) for total income. *
- Parent verification of non-tax filing if parents did not file taxes (if requested by OFA).
- Parent Statement of Financial Support (if requested by OFA).
- Verification of Student Identity & Statement of Educational Purpose.
- Proof of high school or equivalent completion.

***NOTE REGARDING TAX DOCUMENTS:** remember that in any given academic year, we request the tax return information for two previous tax-filing year. For instance, for the 2018-19 academic year, we would request tax information that was filed for 2016.

During verification, the Financial Aid Office compares information from the student's FAFSA with all other required verification documents. Once the verification review is complete, the Financial Aid Office may need to make necessary corrections to the student's FAFSA. If needed, the Financial Aid Office will correct a student's FAFSA and submit them to the federal processor. Therefore, it is very important during or after verification that a student (or parent, spouse) NOT make any changes to the FAFSA as this will only delay the awarding and disbursing of Federal or need-based aid (Pell Grant, Federal Direct Loans, Work-Study, Scholarships, etc.).

Students and/or their parent(s) may submit verification documents to the Financial Aid Office through one of the following ways:

- **In person:** 2525 N Country Club Rd , Administration Building (8:00am–5:30 pm, M-F)
- **By regular mail:** 2525 N Country Club Rd Tucson, AZ 85716
- **Via fax:** 520-325-5535
- **Via email:** studentservices@suva.edu

If a student who is selected for verification does not complete the verification process within 10 calendar days after notification, then any Federal and/or need based aid (Pell grant, SEOG, Work-Study, Federal Direct loans, certain Scholarships, and institutional aid) may NOT be awarded or disbursed.