

## **2022-2023 Verification Policy and Procedures**

In accordance with federal financial aid regulations, the data entered on the 2022-2023 Free Application for Federal Student Aid (FAFSA) by many students must be verified for accuracy. The U.S. Department of Education selects approximately one third of all FAFSA filers to undergo this process. Financial Aid and Scholarships (FAS) also has authority to select applicants and completes the verification process. If you're selected for verification, your final eligibility for federal financial assistance for the 2022-2023 award year cannot be determined until this process has been completed.

If verification is required, you will receive an email request directing you to check your WebAdvisor. The required documentation will be listed in the Financial Aid section under \*\*\*Missing Information\*\*\*. Listed below, are the items required for the 2022-2023 verification process you will need to submit based on your FAFSA dependency status and verification tracking flag.

Please be advised that you are required to complete the verification process, even if you transferred your tax information to the FAFSA using the IRS Data Retrieval tool. There are other data elements required for verification that are not found on the tax return data. However, use of the FAFSA IRS Data Retrieval Tool will suffice for all of the federal tax return data, as long as none of the imported data has been changed by the student and/or the parent(s).

The IRS Data Retrieval Tool can be used during the initial completion of the FAFSA or when making corrections. The IRS Tax Return Transcript can be obtained via the IRS Form 4506-T, calling the IRS at 1-800-908-9946, or through the website [www.irs.gov](http://www.irs.gov) (recommended).

### **Required Documentation (2022-2023):**

#### **Dependent Students Selected for the 2022 – 2023 Year**

##### **➤ V1 Group**

- A 2022 – 2023 Dependent Verification Worksheet signed by both student and at least one parent on the FAFSA.
- Student and/or Parent(s) Tax Filers
  - Utilize the IRS Data Retrieval Tool, **(or)**
  - Provide a copy of the 2020 IRS Tax Return Transcript and separate W-2(s), **(or)**
  - Provide a signed copy of the 2020 federal tax return (including Schedules 1, 2 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.

- Students and/or Parent(s) - Non-filers
  - A completed and signed Parent Filing Verification Form and all 2020 W-2(s).
  - A completed and signed Student Filing Verification Form and all 2020 W-2(s).
  - Copy of 2020 Verification of Non-filing Letter from the IRS (for non-filers) dated October 1, 2021 or later and all W-2(s). Dependent Students are not initially required to provide a Verification of Non-filing letter.

➤ **V4 Group**

- Provide the Identity and Statement of Educational Purpose form and copy of valid government-issued identification.
  - Student can appear in person at Coastal Carolina University Financial aid and Scholarships office and submit this documentation.
  - Student may also provide the original notarized form and copy of valid government-issued identification presented to notary if unable to appear in person.

➤ **V5 Group**

- A 2022-2023 Dependent Verification Worksheet signed by both student and at least one parent on the FAFSA.
- Student and Parent(s) – Tax Filers
  - Utilize the IRS Data Retrieval Tool, **(or)**
  - Provide a copy of the 2020 IRS Tax Return Transcript and separate W-2(s), **(or)**
  - Provide a signed copy of the 2020 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
- Student and/or Parent(s) – Non-filers
  - A completed and signed Parent Filing Verification Form and all 2020 W-2(s).
  - A completed and signed Student Filing Verification Form and all 2020 W-2(s).

- Copy of 2020 Verification of Non-filing Letter from the IRS dated October 1, 2021 or later and all W-2(s). Dependent Students are not required to provide a Verification of Non-filing letter.
- Provide the Identity and Statement of Educational Purpose form and copy of valid government-issued identification.
  - Student can appear in person at Coastal Carolina University Financial aid and Scholarships office and submit this documentation.
  - Student may also provide the original notarized form and copy of valid government-issued identification presented to the notary if unable to appear in person.

### **Independent Students Selected for the 2022-2023 Year**

#### **➤ V1 Group**

- A signed 2022-2023 Independent Verification Worksheet
- Student (and spouse, if applicable) – Tax filers
  - Utilize the IRS Data Retrieval Tool, **(or)**
  - Provide a copy of the 2020 IRS Tax Return Transcript and separate W-2(s), **(or)**
  - Provide a signed copy of the 2020 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
- Student (and spouse, if applicable) – Non-filers
  - A completed and signed Student Filing Verification Form and all 2020 W-2(s).
  - Copy of 2020 Verification of Non-filing Letter from the IRS dated October 1, 2021 or later and all W-2(s).

#### **➤ V4 Group**

- Provide the Identity and Statement of Educational Purpose form and copy of valid government-issued identification.

- Student can appear in person at Coastal Carolina University Financial aid and Scholarships office and submit this documentation.
- Student may also provide the original notarized form and copy of valid government-issued identification presented to the notary if unable to appear in person.

➤ **V5 Group**

- A signed 2022 – 2023 Independent Verification Worksheet
- Student (and spouse, if applicable) – Tax filers
  - Utilize the IRS Data Retrieval Tool, **(or)**
  - Provide a copy of the 2020 IRS Tax Return Transcript and separate W-2(s), **(or)**
  - Provide a signed copy of the 2020 federal tax return (including Schedules 1, 2, 3 and Schedule C) that was submitted to the IRS and the separate W-2 forms.
- Student (and spouse, if applicable) – Non-Filers
  - A completed and signed Student Filing Verification Form and all 2020 W-2(s).
  - Copy of 2020 Verification of Non-filing Letter from the IRS dated October 1, 2021 or later and all W-2(s).
- Provide the Identity and Statement of Educational Purpose form and copy of valid government-issued identification.
  - Student can appear in person at Coastal Carolina University Financial aid and Scholarships office and submit this documentation.
  - Student may also provide the original notarized form and copy of valid government-issued identification presented to the notary if unable to appear in person.

Once **all required** documents have been received and there is no conflicting information, FAS will complete the 2022 – 2023 verification process as quickly as possible and make any necessary data changes with the Central Processing Service. Any corrections made to your FAFSA will result in you receiving a new Student Aid Report (SAR).

Documentation or written clarification for other FAFSA data elements not normally required may sometimes be needed by FAS to complete the verification process. If this occurs, your (student) WebAdvisor will be updated with the required documentation. You will be notified via email and/or by mail to review your WebAdvisor.

Once the verification process is complete and all other statuses (Admissions, Satisfactory Academic Progress, etc.) are satisfactory then you will be awarded. An award notification will be sent to your CCU email directing you to WebAdvisor to view your financial aid awards.

**Important Deadlines:** If your 2022 – 2023 FAFSA is selected to undergo the verification process, no federal aid may be awarded until verification is complete. Please be prepared to make other payment arrangements if your verification has not been completed by the fee payment deadline. Please make every effort to complete the verification as soon as possible to ensure there is not a delay in the delivery of your financial aid.