

FAFSA Verification

Verification is the process used to make sure the information reported on the Free Application for Federal Student Aid (FAFSA) is both accurate and complete. This process ensures that eligible students receive the financial aid they are entitled to, and ensures eligibility reflects accurate information. For this process, the Financial Aid Office at the University of Science & Arts of Oklahoma follows requirements and guidelines set forth each year in the Federal Register.

FAFSA results may be selected by the federal processor randomly or institutionally selected by USAO Financial Aid. It is federal and USAO Financial Aid policy to select applicants for verification if there is inconsistent or conflicting information reported. The verification process must be complete before federal financial aid and some State financial aid, including Oklahoma's Promise, is finalized. Not all applicants will have the same documentation requirements due to differences in applicant circumstances and dependency statuses, as well as differences in types of verification (standard, aggregate, custom, and institutional). After USAO Financial Aid electronically receives the applicant's FAFSA Submission Summary and it is determined that verification is required, USAO Financial Aid will notify the student that there is missing documentation. The documentation required will be listed in [USAO Self-Service](#).

All FAFSA applicants and their required contributor(s) must apply for valid FSA ID log-in credentials and give consent to have their federal tax information (FTI) transferred to the FAFSA from the U.S. Department of the Treasury. If consent is not given for FTI transfer, the applicant's FAFSA is rejected, and they will be ineligible for any type of federal financial aid. USAO Financial Aid cannot process this consent. For assistance with FSA ID issues, filling out the FAFSA form, and providing consent, go to: studentaid.gov/apply-for-aid/fafsa/filling-out/help, or call 1-800-433-3243.

For some students, the transfer of FTI may not be possible even after FTI transfer consent is given, but income information can still be manually entered by the applicant and FAFSA contributors. For these students, if this data is selected for verification, USAO Financial Aid will request appropriate tax and income documentation. This may include, but is not limited to, IRS tax return transcripts or signed copies of Federal 1040 tax forms (including Schedules 1, 2, 3, C, and F, where applicable), signed copies of Federal 1040X tax forms, copies of W-2 forms, and, in some cases, verification of non-tax filing status from the relevant tax authority. In some cases, separate signed statements may be required of non-tax filers. IRS tax return transcripts are available at irs.gov or 1-800-908-9946.

Institutional forms may also be required. The "Dependent Student" or "Independent Student" verification form provides the student's family size information by listing each member's name, age, and relationship to the student, while also providing statements of federal tax filing status for the relevant tax year. Some students must provide proof of identity in the form of a valid, unexpired, government issued photo ID.

All requested forms require full completion and proper dated signatures (typed names for signatures are unacceptable). All federal 1040 or 1040X forms must include the signature of the tax filer, or one of the filers of a joint income tax return, or the signed, stamped, typed, or printed name and address of the preparer of the income tax return and the preparer's Social Security number, Employer Identification Number, or Preparer Tax Identification Number. The USAO Financial Aid Office is available to respond to questions regarding verification procedures and requirements.

Upon completion of verification, usually within 1-5 business days, notification of financial aid package availability goes to the student. Aid packages are available for review in [USAO Self-Service](#). USAO admission approval is required for aid packaging, as well as Satisfactory Academic Progress (SAP) for new transfer and continuing students. Students who do not complete the verification process by the end of the term for which they are applying for aid are not guaranteed aid eligibility.

Return documentation by electronic upload, mail, fax, email, or personal delivery to:

Do not email documents with sensitive personal identifiable information (such as SSNs)

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