



Verification Requirements

The Department of Education (ED) selects approximately 30% of all applicants each year for a process called verification. They determine which data elements that were reported on the FAFSA must be confirmed. FMC will notify you if you are selected for Verification by ED, or by the school, and which data elements must be verified. There are various reasons why a FAFSA applicant may be selected for variation. Perhaps the FAFSA included estimates of federal income tax information and actual information now needs to be confirmed. Or maybe the FAFSA was submitted with data that appear inconsistent or unusual, or includes the types of information that is frequently misreported. Finally, you may have been selected for verification through a random process used to get a sampling of how accurately families fill out FAFSA.

If you are chosen to verify the information provided on your FAFSA, documentation will be required to complete your file before aid can be disbursed. Documentation may include, but is not limited to: Verification Form(s) from the college, Federal Tax Transcripts (Yours, your spouses and or parents), W-2s, official statements from the source of all non-taxable income received, i.e. AFDC, Social Security, Veterans Benefits, Workmen's Compensation, Child Support, etc. You will receive an email from the FMC financial aid office detailing what documentation is required. Due to changes in Federal Regulation, we do not accept copies of signed tax returns in the verification process. Students need to utilize the IRS Data Retrieval Tool while filling out their FAFSA to simplify avoid federal verification. If utilized, no additional tax returns information is generally required. If not utilized, or you change the IRS data, you may be required to request a Tax Transcript from the IRS and submit it to the Financial Aid Office. If you do not provide the verification documentation, you are not eligible for federal, state or institutional financial aid. If you are selected please submit the requested verification information promptly to avoid a delay in your financial aid application processing. It must be submitted no later than 30 days after notification by the FA office to ensure no delay in completion of the awarding process.

If selected steps below will help provide accurate and complete information.

- Carefully read the Verification Worksheet provided with the email from the FA office. When completing the worksheet respond to every question. Do not leave any lines blank. If the correct answer is zero, write in 0.
- Submit all documentation requested such as the Verification worksheet and student and or parent W-2 forms (if requested). Submit your tax data by using the IRS data Retrieval Tool if you are eligible, or an IRS Tax transcript if you are not eligible to use the IRS data retrieval tool if requested to do so.
- Do not submit incomplete materials. Wait until you have all your verification material before submitting your verification packet.
- Do not submit unrequested documents such as copies of tax returns, tax schedules, tax year comparison reports, or state tax returns.
- Keep your originals, please only send us copies.
- If you are a dependent student make sure the Verification Worksheet is signed by the student and one of the parents whose information is reported on the FAFSA.
- Make sure that you provide all of the W-2 earning statements, you received from employers. The total earnings shown in box 1 of the student W-2's must match the Wages, Salaries and Tips line of the IRS tax transcript. The same goes for parents (if requested to do so).
- Provide all verification information promptly

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