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PROCEDURES FOR 2009-2010 VERIFICATION

Mansfield University (MU) will verify all applicants selected by the Department of Education. Periodically and at the discretion of the Director or Assistant Director, MU will verify applicants not selected by ED if there appears to be a discrepancy or unusual data reported. Once verification has been completed, the verification complete status and date are entered on the student's NASI form.

The deadline to complete verification is stated in the initial verification letter to the student. A more detailed description of the verification procedure is also outlined in the 2009-2010 Guide to Financial Aid, published by the MU Financial Aid Office. Verification must be finalized before any aid (including FFELP loans) will be credited to the student's tuition account. Changes to Pell awards are done through electronic means, and final Pell awards are issued when the recalculated EFC is returned from the CPS.

The aid packaging policies of the university would generally prevent an overpayment of funds to the student; however an overaward report is also run on a regular basis for continual monitoring. If a student's award package changes due to verification, the student will be sent a revised award letter.

Items from the federal tax return must be checked for accuracy against the applicants need analysis record. MU will access the student's need analysis record through the Colleague Datatel system and specifically the student's NASU form. Changes made to the need analysis record are based on information from the parent/student/spouse tax return. Items to be verified are: parent/student/spouse AGI, tax paid, untaxed income, IRA/Keogh, EIC, untaxed portion of pensions, interest on tax free bonds, foreign income exclusion, household size and number in college.

Resources to be used for guidance in the verification process, or to resolve discrepant information, is the 2009-2010 Federal Student Aid Handbook, Chapter 4, Verification and the NASFAA Guide, Using Federal Tax Returns in Need Analysis.

Both documents have been made available on the M drive.

Forms and data used by MU to meet documentation requirements include, but are not limited to, a verification worksheet and federal tax returns. Other documents may be requested on an as needed basis, such as W-2 forms.

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Tax return items to be checked against the items that correspond with the parent/student/spouse information on the need analysis record are as follows:

1. Household Size/Number of Exemptions:

Must be verified if they do not agree unless the difference can be determined, i.e., the student claimed him/herself on his/her tax return. This is not required if the output document is received within 90 days of the application being signed. Additional exemption conditions are outlined on page AVG-80 of the **Verification Guide** as shown under *Household size*.

2. Number enrolled in college:

No further documentation is required if the student completes this information on the verification worksheet. Additional exemption conditions are outlined on page AVG-80 of the **Verification Guide** as shown under *Number Enrolled in College*.

3. Tax Return Line Items:

Adjusted Gross Income: 1040-line 37, 1040A-line 21, 1040EZ-line 4

Tax Paid: 1040-line 56, 1040A-line 35, 1040EZ-line 11

Number of Exemptions: 1040-line 6d, 1040A-line 6d

IRA/Keogh/SEP: 1040 – line 28 plus line 32; 1040A - line 17

Untaxed Portions of Pensions and IRA's (excludes rollovers): 1040 – line (15a minus line 15b) and (16a minus 16b), 1040A – line (11a minus 11b) and (121 minus 12b) Exclude rollovers. If negative, enter a \$0.

Tax Exempt Interest Income (Interest on Tax-Free Bonds): 1040 – line 8b, 1040A – line 8b

4. Other Untaxed Income and Benefits:

Child Support: A completed and signed verification worksheet is sufficient to verify child support received.

Housing, food and other living allowances paid to members of the military or clergy: A completed and signed verification worksheet is sufficient to verify.

Veteran's noneducation benefits: A completed and signed verification worksheet is sufficient to verify.

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- 5. Conflicting Information (Implied Assets):** Use the chart provided by NASFAA in their resource Using Federal Tax Returns in Need Analysis; 2009-10 guide to Implied Income and Assets.