



Student Information on Verification Procedures

Verification is the process of checking the accuracy of the data supplied by the applicants on the FAFSA application. If the Department of Education or DXATC selects your FAFSA for verification, you must provide the following information to the school in order to complete the verification process:

- ❖ Student's (and spouse/parents) tax return for the previous year
- ❖ Completed Unemployment Form for any unemployment received in the previous year.
- ❖ Completed Split in Income Form if married or a dependent student with married parents.
- ❖ Completed Independent/Dependent Verification Worksheet

Once the above information is received, we will check the following for accuracy:

- Adjusted Gross Income (AGI)
- Income tax paid
- Number of family members in the household
- Number of family members attending accredited post-secondary educational schools full-time or at least half-time for the entire academic year.
- Certain untaxed income and benefits
 - Payments to tax-deferred pensions and savings plans
 - IRA deductions and payments
 - Child support received for all children
 - Tax exempt interest income
 - Untaxed IRA distributions
 - Untaxed portions of pensions
 - Military or clergy allowance
 - Veteran's non educational benefits
 - Other untaxed income
 - Money received or paid on your behalf

Please be advised that the institution may require additional information if there is conflicting documentation in the student's file. If errors exist, the file will be reprocessed.

Once all your verification information is submitted, we will notify you within three weeks with an award letter. We will mail/email your award letter to you, and will notify you of any changes made to your Pell Grant award due to the verification process.

The DXATC priority deadline for submitting the FAFSA is May 15th of the current academic year. The absolute deadline for submitting your FAFSA application is June 30th, the last day of the current academic year.

Verification must be completed by the Federal Pell Grant deadline or 120 days after the last day of the student's enrollment; whichever is earlier. The Federal Pell Grant deadline is published every year in the Federal Register, and usually falls around the end of September. If you fail to submit your verification document before the deadline, you will not be eligible to receive Pell Grant money for the previous physical year beginning July 1st and ending June 30th.

Please call the Financial Aid Office (435) 674-8415 if you have any questions.

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