

OKLAHOMA CITY COMMUNITY COLLEGE – FINANCIAL AID OFFICE

VERIFICATION OF FAFSA DATA

WHAT IS VERIFICATION?

Verification is a process mandated by the U.S. Department of Education to ensure information provided on your FAFSA application is accurate. The federal government selects Free Applications for Federal Student Aid (FAFSA) for the verification process, and the colleges and universities are then required to verify that the data reported by the students and their parent(s) is correct.

In some cases, our review may result in a change to the student's financial aid eligibility. Your signature on the FAFSA indicates your willingness to provide documentation if it is requested. Participation in the verification process is not optional if you wish to receive federal student aid, including federal student and parent loans.

WHAT PROGRAMS ARE AFFECTED?

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Work Study
Federal Direct Stafford Loans

HOW LONG WILL VERIFICATION TAKE?

Verification typically takes two to four weeks *AFTER* all required documentation is received by the Financial Aid Office. During peak time processing time may take longer. We cannot complete the verification process until we receive all the requested documents. You will not be awarded federal or state financial aid until all required information is received and processed by our office and your financial aid file is complete.

HOW DO I KNOW IF I AM SELECTED FOR VERIFICATION?

If you are selected for verification, a notification email will be sent to your OCCC student email account notifying you of the documents that are being requested to complete verification. You are also notified through the OCCC Student Portal under "My Documents".

HOW DO I COMPLETE THE VERIFICATION PROCESS?

- Complete a Verification Worksheet available at <http://www.occc.edu/financialaid/forms.html>
- If you did not originally use the IRS Data Retrieval Tool (IRS DRT) when you filed the FAFSA, you may submit a correction and use the tool instead of submitting an IRS Tax Return Transcript. Log on to your FAFSA at www.fafsa.gov. We strongly encourage you to use this option. If you cannot or choose not to use the IRS DRT, you must submit the IRS Tax Return Transcript. A Federal IRS Tax Return Transcript can be obtained online or by mail, free of charge, by visiting www.irs.gov or by calling 1-800-908-9946. Be sure to request a "**Return Transcript**" and **not** an "**Account Transcript**." Federal financial aid policies do not allow us to accept a copy of your federal 1040, 1040A, or 1040EZ tax return. We also cannot accept copies of state tax returns.
- Submit any other required documentation as indicated on your Verification Worksheet, student email, or OCCC Student Portal.

WHAT HAPPENS WITH THE INFORMATION I SUBMIT?

When the Financial Aid Office receives the Verification Worksheet and additional documents requested, the information on these documents is compared to the information you provided on the FAFSA. The Financial Aid Office will make changes (if necessary) to your FAFSA and submit those changes to the U.S. Department of Education.

WHAT IF THERE IS A DISCREPENCY?

If the information from the documents you submit conflicts with the FAFSA data, it may require additional information to clear up the discrepancy. You will be contacted by your Financial Aid Advisor through your OCCC student email account, OCCC Student Portal, or telephone.

HOW CAN I AVOID DELAYS?

- Submit all required documents promptly and ensure that the Verification Worksheet is complete.
- Do not leave items blank; if a question does not apply, write zero
- Make sure all documents are attached and legible and signed by the appropriate parties.
- Respond to any request for additional documentation promptly.

WHAT HAPPENS AFTER VERIFICATION IS COMPLETE?

When the verification is complete and your eligibility for federal student aid has been determined, you will receive an Award Notification Email. The email will tell you to review your awards at [MyOCCC Portal](#).