

TIPS ON COMPLETING THE FAFSA OR VERIFICATION

Did you know that 30% of all students who file a FAFSA will be selected for verification?

Of the 30% selected 60% do not complete their verification paperwork correctly or they have not completed their FAFSA correctly.

When completing your FAFSA be sure to follow the instructions given.

Use the name printed on your Social Security Card on the FAFSA.

If used wrong Social Security Number when filing the FAFSA **DO NOT** make a correction to this number. **YOU MUST** file a new FAFSA.

Read each line item carefully when answering the questions concerning the household size, number in college, adjusted gross income, and taxes paid.

Keep copies of your tax returns, and W-2 forms. Do the W-2 forms you are submitting to our office total the income reported on line 7 of your 1040A/1040 or line 1 of your 1040EZ? If not, why?

If income on line 12 of your 1040, please attach schedule C or C-EZ.

When submitting the verification documents to our office, be sure all documents requiring a signature are signed. Dependent – student and a parent must sign the Verification Worksheet. Independent student must sign and if married spouse must sign the Verification Worksheet. Are all sections of the worksheet completed?

If there is a difference in the household size, number in college, and untaxed income (i.e. child support paid, other untaxed income and money received on your behalf) on the FAFSA and Verification Worksheet be sure to include a statement explaining the difference.

If receiving Veterans Educational Benefits please be sure to complete the Veteran Benefits Worksheet sent to you by our office. If not sure of the amount and chapter please check with the ETSU Veteran Affairs Office.

Any discrepancy has to be verified by our office per federal guidelines. This will slow down the processing of your assistance.