NOTE: Verification is intended to ensure that students receive the maximum aid for which they are eligible, NOT because fraud or misrepresentation is suspected.

Why was your file selected? The FAFSA has estimated information, primary questions were left blank, or there seems to be conflicting data.

What do I do if I am selected? Our Office will notify the student (not the parent) via UNCG Email with information on completing the process.

When do I have to have my documentation submitted? To be eligible for financial aid, you must submit all requested documentation and have the verification process completed 20 business days before the end of your last term enrolled.

What happens if I don’t complete verification? We will not be able to award financial aid until the Verification of your 2019-2020 FAFSA is complete. You may contact the Cashier’s Office to set up a payment plan to help you pay your bill.

How do I submit the requested documentation? You can submit your documents via fax, mail, or upload your documents through UNCGenie.

Documents Commonly Requested (Note: type of documents required will vary from school to school)

- The Independent Verification Worksheet
- 2017 IRS Tax RETURN Transcript -OR- if you were not required to file a 2017 Federal Tax Return submit:
  - A Student Income Earned & Tax Return Non-Filing Statement AND an IRS Verification of Non-Filing Letter

* You do not need to submit the Tax RETURN Transcript if you used the IRS Data Retrieval Tool to transfer tax information directly to the FAFSA*

How to Obtain a Tax RETURN Transcript from the IRS
You can immediately access a Tax Return Transcript or a Wage and Income Transcript.
You can order your Transcript free of charge here: http://www.irs.gov/Individuals/Get-Transcript#
- We can only accept a 2017 Federal Tax Return Transcript; please do not send a copy of your 1040, 1040A, or 1040EZ

What happens after I submit my information? Once you begin submitting documentation the Financial Aid Office will:

1. Review the documents to be sure they are complete. The review timeframe is two to three weeks.
2. If documents are incomplete (missing signatures, questions are left blank, etc.) we will request that the documents be resubmitted with the missing information necessary to make them complete. NOTE: Each time you have to resubmit information the process starts over. Processing can take two to three weeks, so be sure your documents are COMPLETE upon first submission.
3. Once all documents are received, the Financial Aid Office will review the information and compare it with the information reported on the FAFSA.
4. During the review, if the information submitted raises additional questions for which we need clarification, we may ask for more documentation.

NOTE: If you have to submit additional information the process starts over so respond to these requests as quickly as possible.

What happens if there are discrepancies in the application?
If discrepancies are found, the Financial Aid Office will make corrections to your FAFSA. You will receive notification from the Department of Education when a change is made by UNCG. If the corrections lead to a change in your eligibility, the Financial Aid Office will revise your award and you will be notified by email.

How can verification affect my bill?
Financial Aid will only be awarded once the Verification process is complete. Without an award there will be no financial aid reflected on your billing statement to reduce the balance due, making you responsible for the entire balance owed for the semester. Contact the Cashiers Office at (336) 334-5831 with billing questions.

UNCG Email Address:
Your UNCG email is the primary means by which the Financial Aid Office will communicate requests for information. Be sure to check it often. Also be sure all mailing and other email addresses are current. You can update this information via UNCGenie. NOTE: We only send requests for information to the student.

- With your Student ID Number & UNCG PIN you can check:
  1. Financial aid award information
  2. Outstanding financial aid requirements by going to the Eligibility link
  3. Locked hours for Satisfactory Academic Progress (SAP) and your current SAP standing
  4. Student account information through the UNCGenie Student Account Center including financial aid that has paid to your account and/or your balance due

Privacy: We do not give student specific information without BOTH the student’s University ID and PIN.
CERTIFICATION STATEMENT

✓ Students who submit information after July 1st (for fall semester), November 15th (for spring semester), or April 5th (for summer) may not be awarded financial aid in time to assist with payment to the University and will have to pay their bill in full. Once financial aid is awarded and disbursed, you may receive a reimbursement.

✓ By signing this form, I certify under penalty of perjury that the information I have reported to qualify for federal student aid is complete and accurate.

I understand that purposely giving false or misleading information is a federal offense that can result in fines and/or incarceration. In cases where fraud is suspected, UNCG will notify the Office of the Inspector General (OIG).

I ALSO UNDERSTAND THAT:

1. Additional information may be required if this form is incomplete, if documentation is missing, unclear, or insufficient, or if additional questions arise based on the information provided.

2. It can take more than two weeks for information to be processed, and for UNCGenie to reflect changes in requirements status.

Student’s Signature: ___________________________________________ Date: ________________

Spouse’s Signature: ___________________________________________ Date: ________________

Spouse’s Printed Name: _________________________________________
2017 STUDENT INCOME
EARNED AND TAX RETURN
NON-FILING STATEMENT

Student Name: ___________________________________  Student ID: _______________

If Spouse is signing the form, please print spouse name: __________________________________

Please complete this form only if you have NOT filed and were not required to file a 2017 Income Tax Return

☐ I DID NOT earn any income in 2017
   • Please STOP HERE, check the box above, sign and date the certification statement below, and submit an IRS Letter of Non-filing from irs.gov/individuals/get-transcript.

☐ I DID earn income in 2017
   • Please list income received below, submit corresponding W2s, sign and date the certification statement below, and submit an IRS Letter of Non-filing from irs.gov/individuals/get-transcript.

Please list all sources of income received in 2017
W-2, Unemployment, Social Security Benefits, etc. or indicate that you received no income

<table>
<thead>
<tr>
<th>Source of Income in 2017</th>
<th>Amount received in 2017</th>
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CERTIFICATION STATEMENT

✓ By signing this statement, I certify that I have not filed and was not required to file a 2017 income tax return. I will submit a copy of IRS Form W-2, or an equivalent document, for each source of 2017 employment income received.
✓ By signing this form, I certify under penalty of perjury that the information I have reported to qualify for federal student aid is complete and accurate. I understand that purposely giving false or misleading information is a federal offense that can result in fines and/or incarceration. In cases where fraud is suspected, UNCG will notify the Office of the Inspector General (OIG).

Student Signature: ___________________________________  Date: _______________

Spouse Signature: ___________________________________  Date: _______________