



500 E. Carson Plaza Drive, Suite 103, Carson CA 90746 310.826.7622 [www.chac.edu](http://www.chac.edu)

## **VERIFICATION POLICY**

The U.S. Department of Education requires schools to participate in the procedures for verifying the information on the Free Application for Federal Student Aid, FAFSA. Any student who completes a FAFSA may be randomly selected for verification by the Department of Education. This verification process involves the review of tax information and household information to ensure the accuracy of the FAFSA application. To complete the verification, students and parents, as applicable, are asked to submit the required documents below to the financial aid office.

### Verification Tracking Groups and Verification Items

V1 – Standard verification group for tax filers.

- Adjusted gross income
- U.S income tax paid
- Untaxed portions of IRA distributions and Pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education tax credits
- Number of Household members
- Number in college

V1 – Standard verification group for non-tax filers

- Income earned from work
- Number of Household members
- Number in college

V4 – Custom verification group

- High school completion status and identity/statement of educational purpose.

V5 – Aggregate verification group

- High school completion status, identity/statement of educational purpose
- V1 verification items

### Documents Required

- IRS tax return signed by tax filer or Tax transcripts from IRS and 1040X for amended tax return
- IRS verification of non-filing (VNF) letter

- W2 forms
- Verification worksheet
- Other documents as requested
- Government-issued photo identification