

2018-2019 Weber Verification Procedures

V1 Standard Verification Group Items:

- Adjusted gross income – verified for tax filers using either the information transferred directly on the FAFSA using the DRT (successful and unchanged) or by the filer providing a copy of the tax transcript from the IRS
- U. S. Income tax paid - verified for tax filers using either the information transferred directly on the FAFSA using the DRT (successful and unchanged) or by the filer providing a copy of the tax transcript from the IRS
- Untaxed portions of IRA distributions - verified for tax filers using either the information transferred directly on the FAFSA using the DRT (successful and unchanged) or by the filer providing a copy of the tax transcript from the IRS
- Untaxed portions of pensions - verified for tax filers using either the information transferred directly on the FAFSA using the DRT (successful and unchanged) or by the filer providing a copy of the tax transcript from the IRS
- IRA Deductions & Payments - verified for tax filers using either the information transferred directly on the FAFSA using the DRT (successful and unchanged) or by the filer providing a copy of the tax transcript from the IRS
- Tax-exempt interest income - verified for tax filers using either the information transferred directly on the FAFSA using the DRT (successful and unchanged) or by the filer providing a copy of the tax transcript from the IRS
- Education credits - verified for tax filers using either the information transferred directly on the FAFSA using the DRT (successful and unchanged) or by the filer providing a copy of the tax transcript from the IRS
- Household Size – Verified using the Household Information Worksheet (signed with all required sections filled out)
- Number in College – Verified using the Household Information Worksheet (signed with all required sections filled out)

V4 Custom Verification Group Items:

- High School Completion Status – Verified using the High School Completion Status Documentation along with relevant supporting documentation confirming high school status
- Identity Statement/Statement of Educational Purpose – Verified using the Identity Statement/Statement of Educational Purpose Documentation along with a copy of an unexpired photo ID

V5 Aggregate Verification Group Items:

- All Items in V1 Standard Verification Group and V4 Custom Verification Group

Additional Weber Items checked:

- High School completion status – even if a student is not selected for V4 or V5, Weber will request high school completion documentation if the student answers “None of the Above” for high school diploma as the information is needed to originate aid
 - Verified using the High School None of the Above Worksheet
- Statement of Support will be requested if ISIR has no income listed for filers and no government assistance reported and there are more than 3 household members listed on the ISIR
 - Verified using the Survival Statement Worksheet
- Gender – a copy of the student’s birth certificate is requested to determine gender as assigned at birth if the student does not answer the gender response on the FAFSA

How to verify an ISIR:

1. Review the ISIR to see which verification group the student is selected for
2. Identify which documents are needed for selection group based on:
 - a. Dependency Status of the student
 - b. For V1, V5, & V6
 - i. Filing status of student and/or spouse for Independent students; Filing status of student and/or parents for dependent students
 - ii. any filer listed on the ISIR listed SNAP or Child Support paid
 - c. Student household size (you do not need to document household size if
 - i. For a dependent student, the household size reported is two with a single, divorced, or widowed parent or is three with parents who are married or are unmarried and living together
 - ii. For an independent student, the household size reported is two if he is married or one if he is single, divorced, separated, or widowed
 - d. Number in college – You don’t have to verify if the number in household is 1 (the student only)

Note: Weber uses one worksheet to obtain verification of household size & number in college, so if either one of these items is required to be verified, the student must fill out the verification worksheet)
3. Ensure that all supporting documentation is present based on the Application & Verification guide

When to make ISIR corrections:

1. You must make corrections to any non-dollar item
2. You must make corrections to any dollar item of \$25 or more

Marital Status Changes (after initial FAFSA is filed)

Dependency Status Changes (after initial FAFSA is filed)