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Entering Verification Data

Concept

Financial Aid verification is the process of checking the accuracy of information that students provide when applying for federal and institutional aid. Financial Aid is designed to accommodate both federal and institutional verification needs.

The verification process consists of several steps:

1. Identify the students to verify and assign a checklist of documents they need to supply. A communication may also be sent to each student.
2. As the documents are received, the checklist items are manually marked as completed.
3. After receiving and imaging the documents, enter the household and income data for the student.
4. The data is consolidated. This can be done manually on a student-by-student basis or it can be done in a batch process.
5. A verification process is run to compare the ISIR data with the verification data that has been entered. This process can be run on a student-by-student basis or in batch.
6. The corrections that have been generated by step 5 are processed and the file sent to the CPS.

In this topic we will see how to identify the students requiring verification and how to enter the household and income data. The checklist assignment is performed through a batch process which is dealt with in a separate topic, as is the marking of checklist items as completed.

We will also see how to consolidate the data for a single student.

For batch consolidation, and the verification process (both single student and batch), see the corresponding topics. For processing the corrections and generating the flat file to send to the CPS, refer to those topics in the Processing Federal Financial Aid Applications Lesson.

Procedure

The verification process consists of several steps:

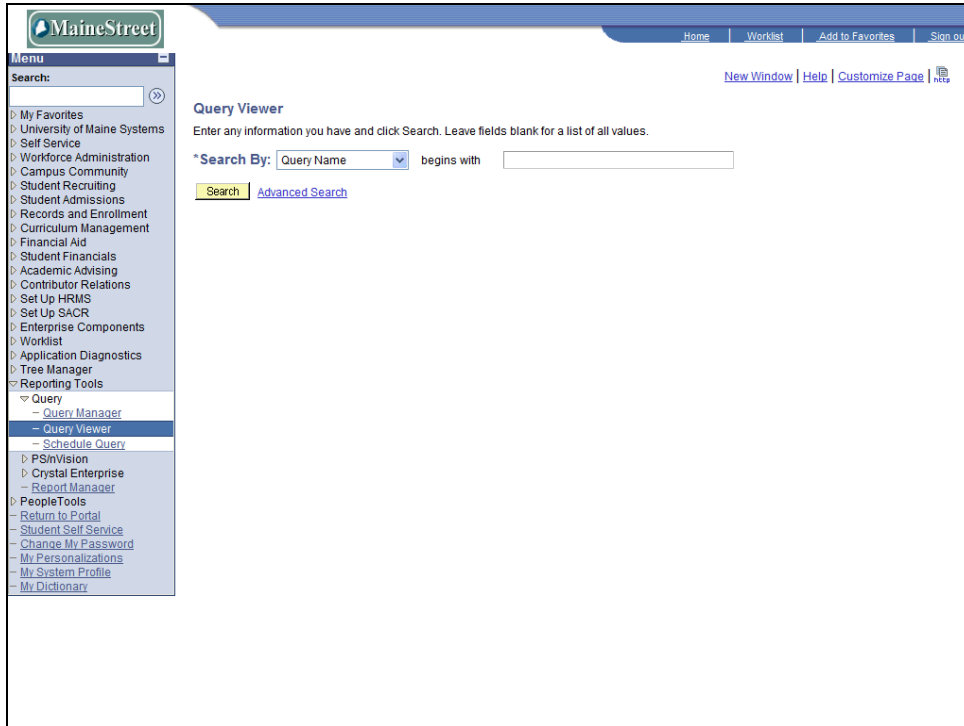
1. Identify the students to verify and assign a checklist of documents they need to supply. A communication may also be sent to each student.
2. As the documents are received, the checklist items are manually marked as completed.
3. After receiving and imaging the documents for a student, enter the household and income data for the student.
4. The data is consolidated. This can be done manually on a student-by-student basis or it can be done in a batch process.
5. A verification process is run to compare the ISIR data with the verification data that has been entered. This process can be run on a student-by-student basis or in batch.
6. The corrections that have been generated by step 5 are processed and the file sent to the CPS.


In this topic we will see how to identify the students requiring verification and how to enter the household and income data. The checklist assignment is performed through a batch process which is dealt with in a separate topic, as is the marking of checklist items as completed.

We will also see how to consolidate the data for a single student.

For batch consolidation, and the verification process (both single student and batch), see the corresponding topics. For processing the corrections and generating the flat file to send to the CPS, refer to those topics in the lesson on Processing Federal Financial Aid Applications.

Step	Action
1.	You can run a query to identify the students requiring verification. Navigate: Reporting Tools > Query > Query Viewer.



Step	Action
2.	Enter the name of the query you want to run: UMS_FA_FED_VERIFICATION. Click Search.
3.	You can run this query and send the results to an Excel spreadsheet. Click the Run to Excel column for the Verification query. 

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UMS_FA_FED_VERIFICATION - Federal Verification Students

Institution:

Aid Year:


Verification Status:


[View Results](#)


Institution	Aid Yr	ID	Name	SSN	ED Verf St	ED Verf Cd
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Step	Action
4.	The query will prompt for Institution and Aid Year. Enter the desired information.

UMS_FA_FED_VERIFICATION - Federal Verification Students

Institution: 

Aid Year: 

Verification Status: 


Institution	Aid Yr	ID	Name	SSN	ED Verf St	ED Verf Cd
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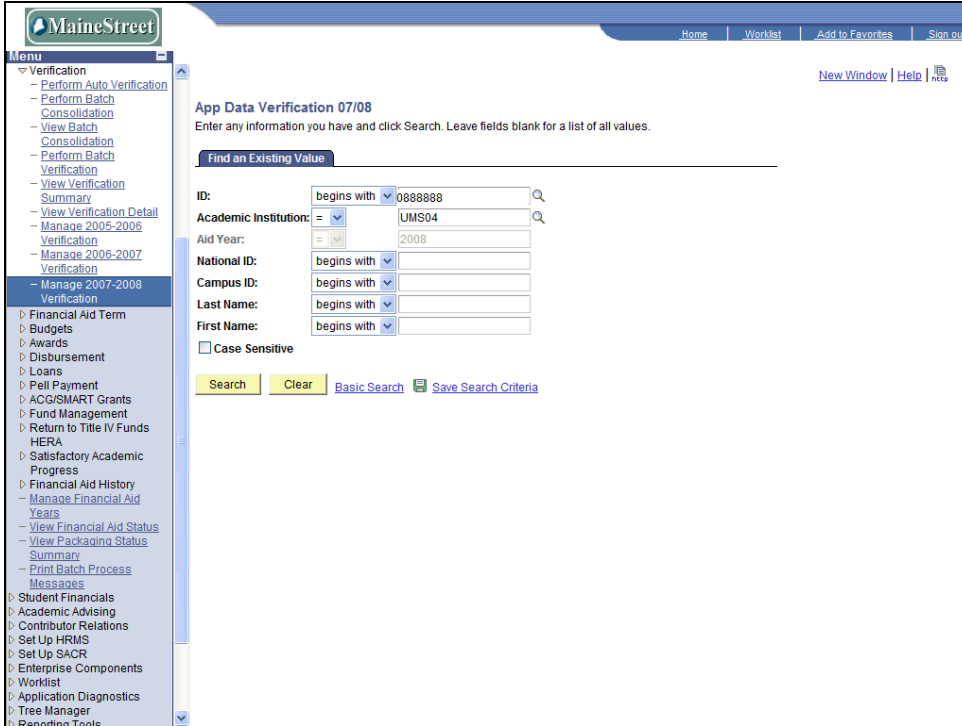
Step	Action
5.	<p>Click the Verification Status list.</p> <p>Click the Required to be Performed list item.</p> <p><input type="text" value="Required to be Performed"/></p> <p>Click the View Results button.</p> <p><input type="button" value="View Results"/></p>

Process Document

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	A	B	C	D	E	F	G	H
1	Federal Verific	4						
2	Institution	Aid Yr	ID	Name	SSN	ED Verf St	ED Verf Cd	
3	UMS04	2008	0888888	Queen,Elizabeth	999000099	Required	Not Verfd	
4	UMS04	2008	0899999	Roosevelt, Franklin D	999000096	Required	Not Select	
5	UMS04	2008	0900000	Lincoln, Abraham	999000095	Required	Not Select	
6	UMS04	2008	0999999	Footram, Hiram X	999000094	Required	Not Select	
7								
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Step	Action
6.	<p>A new window opens with the Excel spreadsheet. You can save it, print it, etc.</p> <p>Click the Close button to close the window.</p> 
7.	<p>Now enter household and income data for one of the students identified.</p> <p>Navigate: Financial Aid > Verification > Manage 20xx-20yy Verification where "20xx-20yy" is the correct aid year.</p>

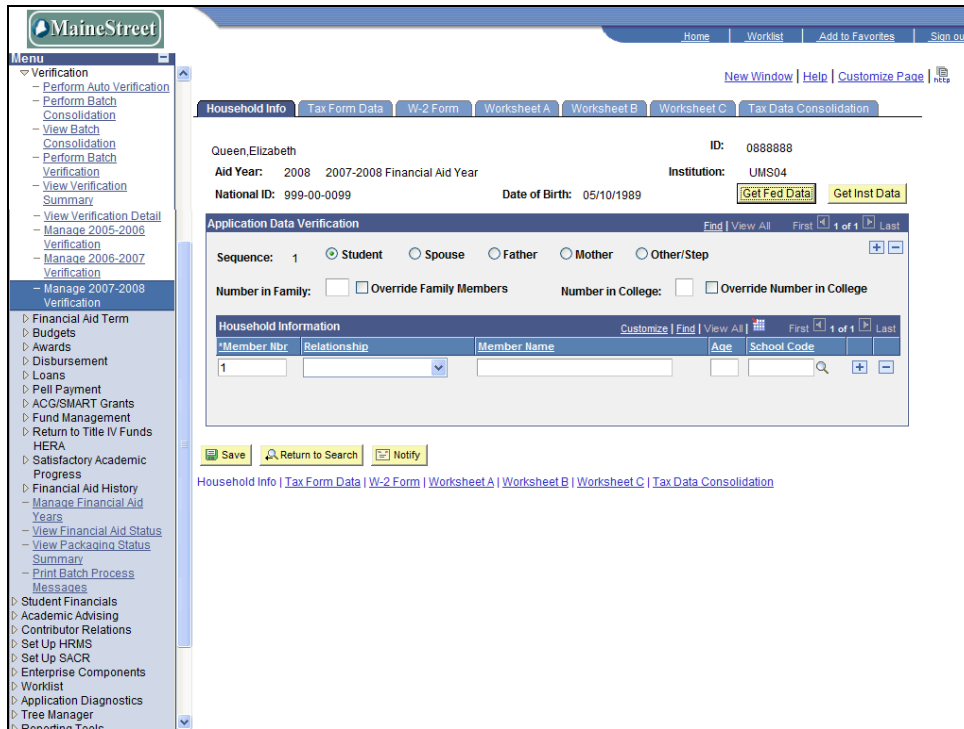


The screenshot shows the 'MaineStreet' application interface. On the left is a navigation menu with categories like 'Verification', 'Financial Aid Term', 'Awards', 'Disbursement', etc. The main content area is titled 'App Data Verification 07/08' and contains a search form. The form includes fields for 'ID', 'Academic Institution', 'Aid Year', 'National ID', 'Campus ID', 'Last Name', and 'First Name'. Each field has a dropdown menu and a search icon. The 'ID' field is set to 'begins with' and '0888888'. The 'Academic Institution' is set to 'UMS04' and 'Aid Year' is set to '2008'. There is a 'Case Sensitive' checkbox and a 'Search' button at the bottom of the form.


Step	Action
8.	<p>Make sure the correct Institution and Aid Year are entered. Enter criteria to identify the student such as the student ID.</p> <p>Click the Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

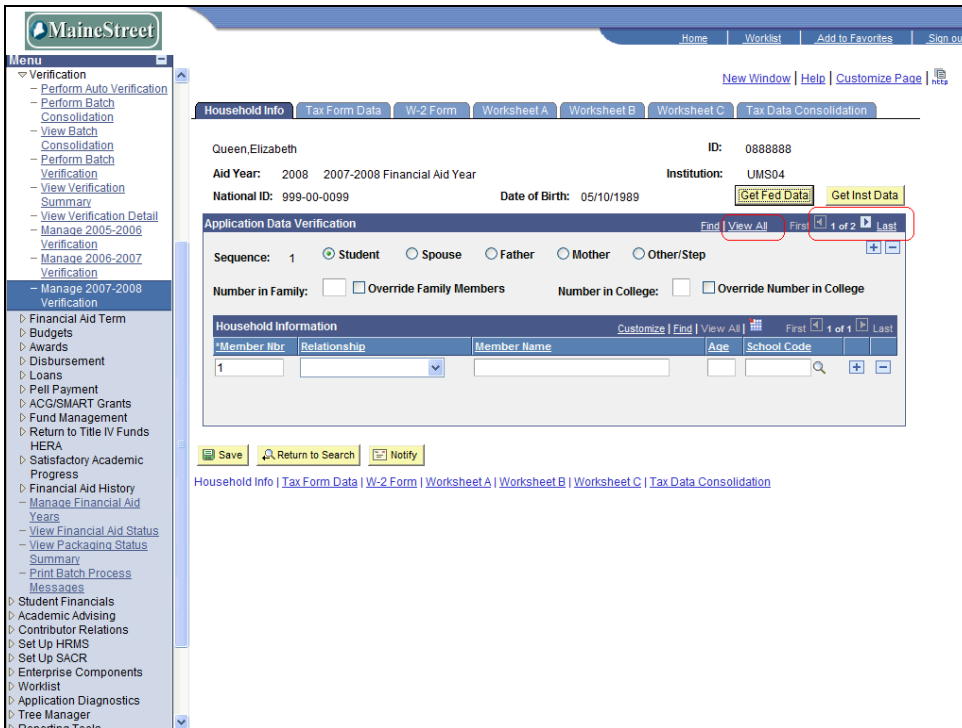
Process Document

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The screenshot shows the MaineStreet application interface. On the left is a 'Menu' with various options like 'Verification', 'Financial Aid Term', and 'Budgets'. The main area has tabs for 'Household Info', 'Tax Form Data', 'W-2 Form', 'Worksheet A', 'Worksheet B', 'Worksheet C', and 'Tax Data Consolidation'. The 'Household Info' tab is active, displaying student information for Queen, Elizabeth (ID: 088888) for the 2007-2008 financial aid year. It includes fields for National ID (999-00-0099), Date of Birth (05/10/1989), and Institution (UMSO4). There are two buttons: 'Get Fed Data' and 'Get Inst Data'. Below this is the 'Application Data Verification' section with radio buttons for 'Student' (selected), 'Spouse', 'Father', 'Mother', and 'Other/Step'. There are also checkboxes for 'Override Family Members' and 'Override Number in College'. A 'Household Information' table is shown with one member listed. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

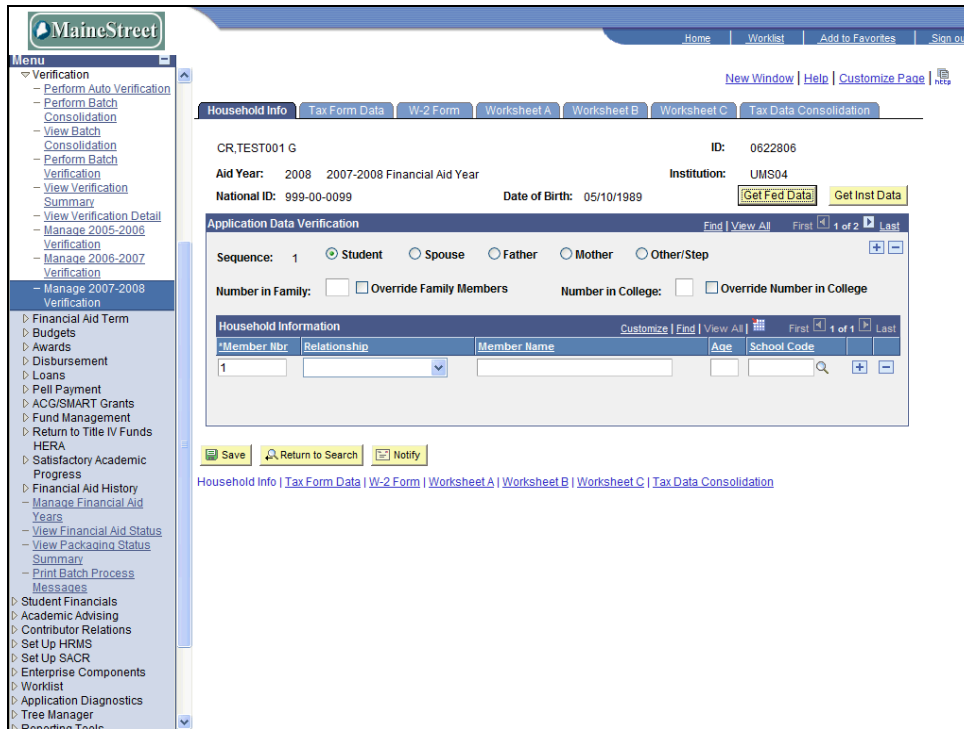
Step	Action
9.	<p>When you click the Get Fed Data button, the system populates fields with the most recent ISIR record data.</p> <p>Click the Get Fed Data button.</p> 




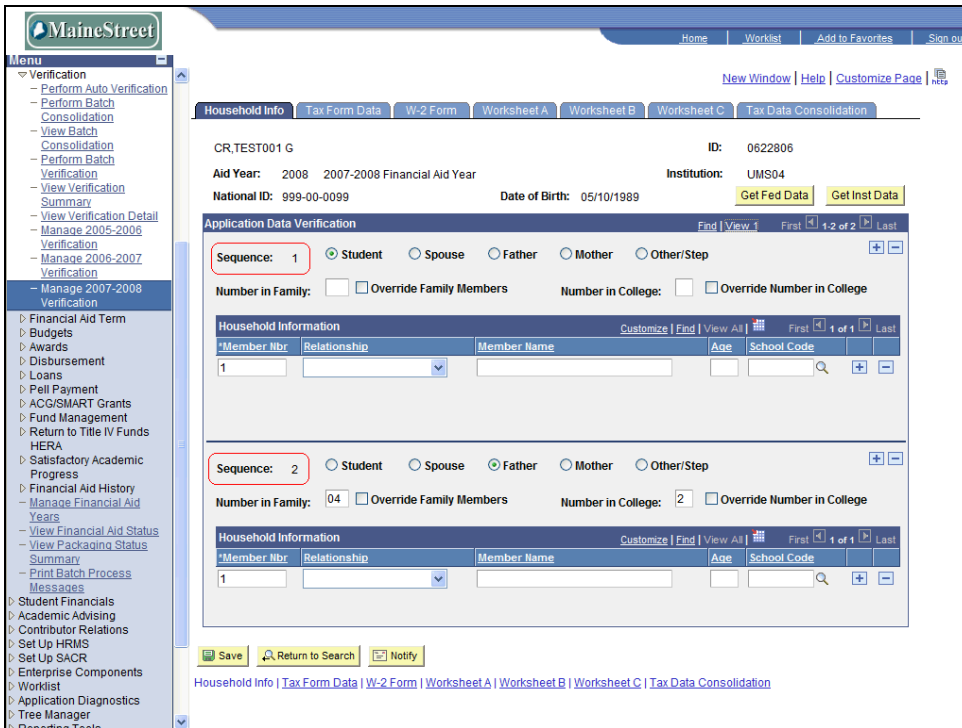
Step	Action
10.	<p>Use the Household Info page to enter documented information about the student and members of the student's household.</p> <p>Notice that in this example, there are two rows - there is always one row for the student.</p> <p>In the case of an independent student, there could be an additional row for spouse. You can add a row if needed by clicking the Add a New Row button at the top right of the Application Data Verification page section.</p> <p>In the case of a dependent student, there will be at least a second row for the parents, usually represented by the father. You can add rows for mother, step-parents, etc. as needed. For example, if the parents file separately, you could have a row for each parent.</p>
11.	<p>Note that within each Application Data Verification row, in the Household Information section, you can add rows for members of the household. You might want to add a row for each dependent of an independent student, for example.</p>

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Step	Action
12.	Click the View All link. 



The screenshot displays the MaineStreet application verification interface. It includes a navigation menu on the left with options like 'Verification', 'Financial Aid Term', and 'Budgets'. The main area shows 'Household Info' and 'Application Data Verification' tabs. Under 'Application Data Verification', there are two rows of family member data. Row 1 (Sequence 1) is for a Student, and Row 2 (Sequence 2) is for a Father. Each row has fields for 'Number in Family' and 'Number in College', with checkboxes to 'Override Family Members' and 'Override Number in College'. Below this, there are two 'Household Information' tables, each with columns for Member Nbr, Relationship, Member Name, Age, and School Code.

Step	Action
13.	<p>In the example shown, the student is dependent. There is one row for the student and one for the parents. Use the Override checkboxes to edit the Number in Family and Number in College fields.</p> <p>In this example, the parents have two in college. Your Institution may wish to record the school codes for any siblings in college. You could add a row for each sibling in the parent's Household Information area, and enter the School Codes for the colleges the siblings are attending.</p> <p>Note the Sequence numbers (in the example, 1 for the student and 2 for the parents). These sequence numbers are used on the remaining pages to identify whose income and tax data you are entering.</p>

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[New Window](#) | [Help](#) | [Customize Page](#)

[Household Info](#) | [Tax Form Data](#) | [W-2 Form](#) | [Worksheet A](#) | [Worksheet B](#) | [Worksheet C](#) | [Tax Data Consolidation](#)

Queen, Elizabeth ID: 0888888
 Aid Year: 2008 2007-2008 Financial Aid Year Institution: UMS04
 National ID: 999-00-0099 Date of Birth: 05/10/1989 [Get Fed Data](#) [Get Inst Data](#)

Application Data Verification Find | View 1 First 1 of 2 Last

Sequence: 1 Student Spouse Father Mother Other/Step

Number in Family: Override Family Members Number in College: Override Number in College

Member Nbr	Relationship	Member Name	Age	School Code
1				

Sequence: 2 Student Spouse Father Mother Other/Step

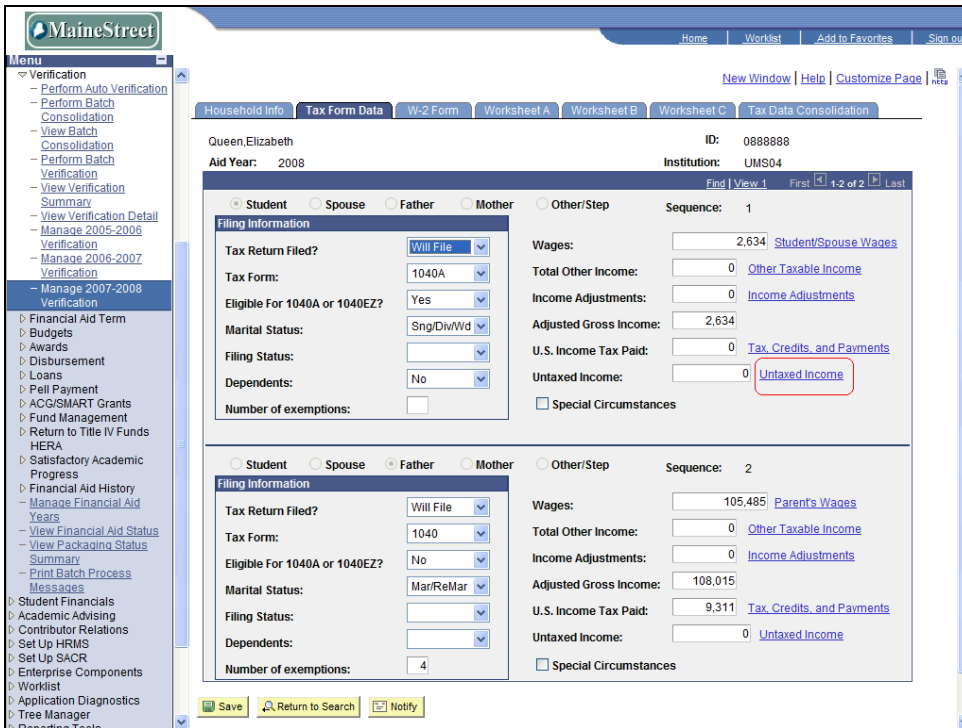
Number in Family: 04 Override Family Members Number in College: 2 Override Number in College

Member Nbr	Relationship	Member Name	Age	School Code
1				

[Save](#) [Return to Search](#) [Notify](#)

[Household Info](#) | [Tax Form Data](#) | [W-2 Form](#) | [Worksheet A](#) | [Worksheet B](#) | [Worksheet C](#) | [Tax Data Consolidation](#)

Step	Action
14.	Click the Tax Form Data tab. Tax Form Data



The screenshot shows the 'MaineStreet' application interface. The 'Tax Form Data' tab is active, displaying information for 'Queen, Elizabeth' (ID: 0888888) at 'UMS04' for the 'Aid Year: 2008'. The interface is divided into two sections for 'Sequence: 1' (Student) and 'Sequence: 2' (Parents).

Sequence: 1 (Student):

- Filing Information:** Tax Return Filed? (Will File), Tax Form: (1040A), Eligible For 1040A or 1040EZ? (Yes), Marital Status: (Sng/Div/Wid), Filing Status: (), Dependents: (No), Number of exemptions: ().
- Income Data:** Wages: (2,634) [Student/Spouse Wages](#); Total Other Income: (0) [Other Taxable Income](#); Income Adjustments: (0) [Income Adjustments](#); Adjusted Gross Income: (2,634); U.S. Income Tax Paid: (0) [Tax Credits and Payments](#); Untaxed Income: (0) [Untaxed Income](#) (circled in red); Special Circumstances.

Sequence: 2 (Parents):

- Filing Information:** Tax Return Filed? (Will File), Tax Form: (1040), Eligible For 1040A or 1040EZ? (No), Marital Status: (Mar/ReMar), Filing Status: (), Dependents: (), Number of exemptions: (4).
- Income Data:** Wages: (105,485) [Parents Wages](#); Total Other Income: (0) [Other Taxable Income](#); Income Adjustments: (0) [Income Adjustments](#); Adjusted Gross Income: (108,015); U.S. Income Tax Paid: (9,311) [Tax Credits and Payments](#); Untaxed Income: (0) [Untaxed Income](#); Special Circumstances.

Buttons at the bottom include 'Save', 'Return to Search', and 'Notify'.

Step	Action
15.	<p>Use the Tax Form Data page to enter information reported on the filer's tax forms.</p> <p>In our example, we would enter data from the student and from the parents.</p> <p>Data can be entered in two ways: total only or detail. To enter detailed data, you will need to visit the subpages (the links on this page and subsequent pages). It is strongly recommended to enter detailed data rather than totals.</p> <p>Note: you MUST use the hyperlink to enter Untaxed Income, both for the student and the parent.</p>

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[New Window](#) | [Help](#) | [Customize Page](#)

[Household Info](#) | **[Tax Form Data](#)** | [W-2 Form](#) | [Worksheet A](#) | [Worksheet B](#) | [Worksheet C](#) | [Tax Data Consolidation](#)

Queen,Elizabeth ID: 0888888
 Aid Year: 2008 Institution: UMS04

Find | View 1 | First | 1-2 of 2 | Last

Student Spouse Father Mother Other/Step Sequence: 1

Filing Information

Tax Return Filed? [Will File](#)
 Tax Form: 1040A
 Eligible For 1040A or 1040EZ? Yes
 Marital Status: Sng/Div/Wd
 Filing Status:
 Dependents: No
 Number of exemptions:

Wages: 2,634 [Student/Spouse Wages](#)
 Total Other Income: 0 [Other Taxable Income](#)
 Income Adjustments: 0 [Income Adjustments](#)
 Adjusted Gross Income: 2,634
 U.S. Income Tax Paid: 0 [Tax, Credits, and Payments](#)
 Untaxed Income: 0 [Untaxed Income](#)
 Special Circumstances

Student Spouse Father Mother Other/Step Sequence: 2

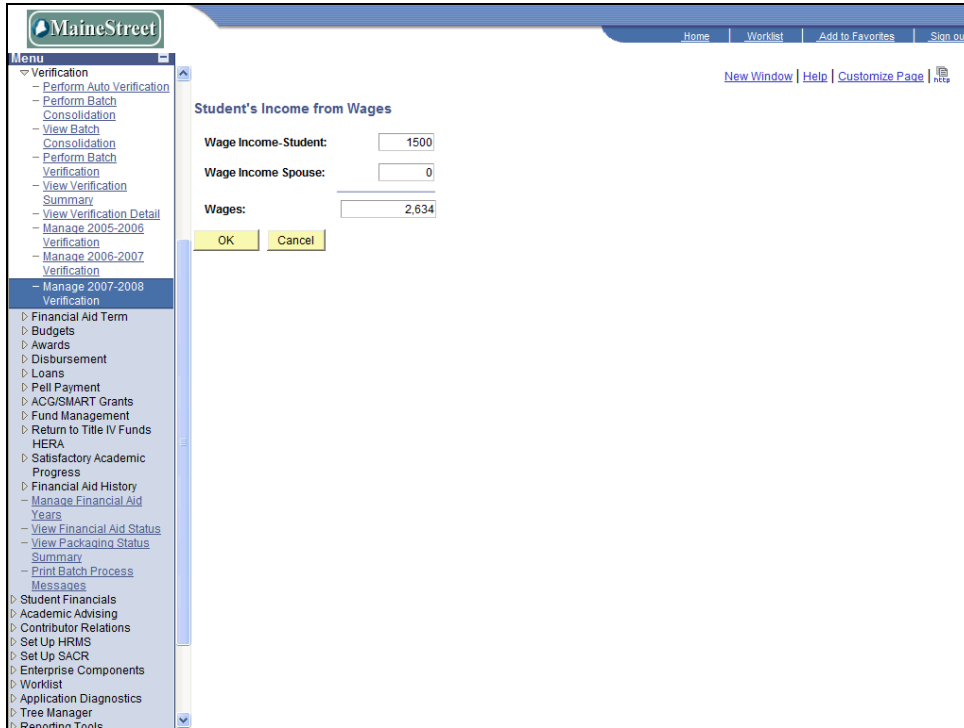
Filing Information

Tax Return Filed? [Will File](#)
 Tax Form: 1040
 Eligible For 1040A or 1040EZ? No
 Marital Status: Mar/ReMar
 Filing Status:
 Dependents:
 Number of exemptions: 4

Wages: 105,485 [Parents Wages](#)
 Total Other Income: 0 [Other Taxable Income](#)
 Income Adjustments: 0 [Income Adjustments](#)
 Adjusted Gross Income: 108,015
 U.S. Income Tax Paid: 9,311 [Tax, Credits, and Payments](#)
 Untaxed Income: 0 [Untaxed Income](#)
 Special Circumstances

[Save](#) | [Return to Search](#) | [Notify](#)

Step	Action
16.	To enter detailed data, you visit each hyperlinked page. For example, click the Student/Spouse Wages link.

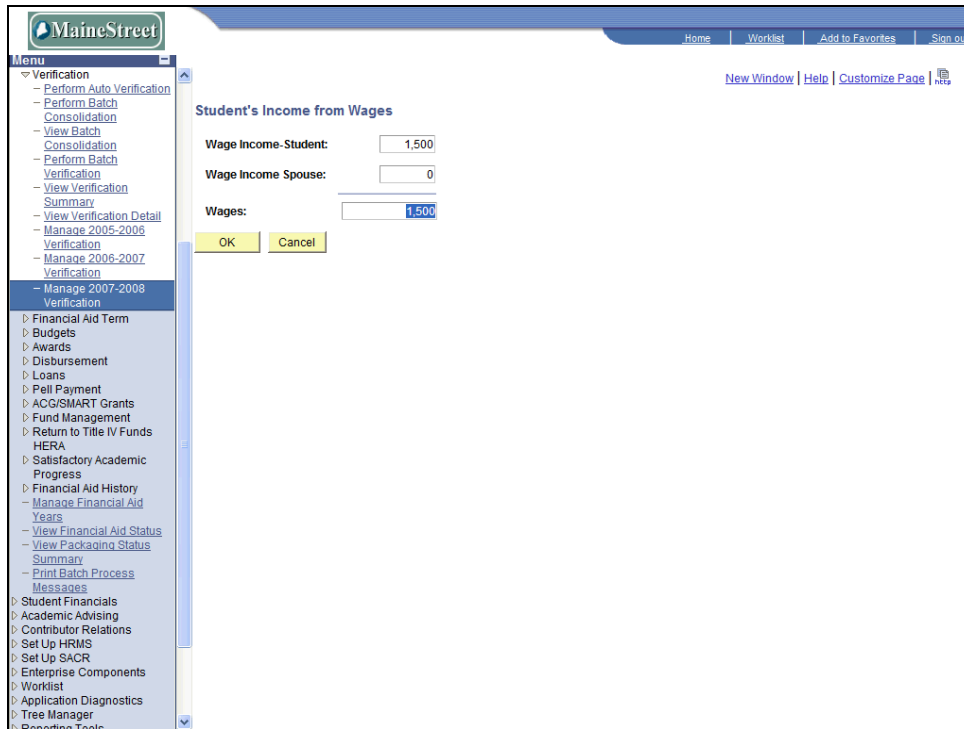


The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with various options like 'Verification', 'Financial Aid Term', 'Budgets', etc. The main content area is titled 'Student's Income from Wages'. It contains three input fields: 'Wage Income-Student' (value: 1500), 'Wage Income Spouse' (value: 0), and 'Wages' (value: 2634). Below these fields are 'OK' and 'Cancel' buttons. The top of the page has navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

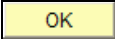
Step	Action
17.	<p>You can enter a new value in the Wage Income-Student field.</p> <p>Press [Tab]. The revised student income value should show in the Wages field and on the main page after you click OK.</p>

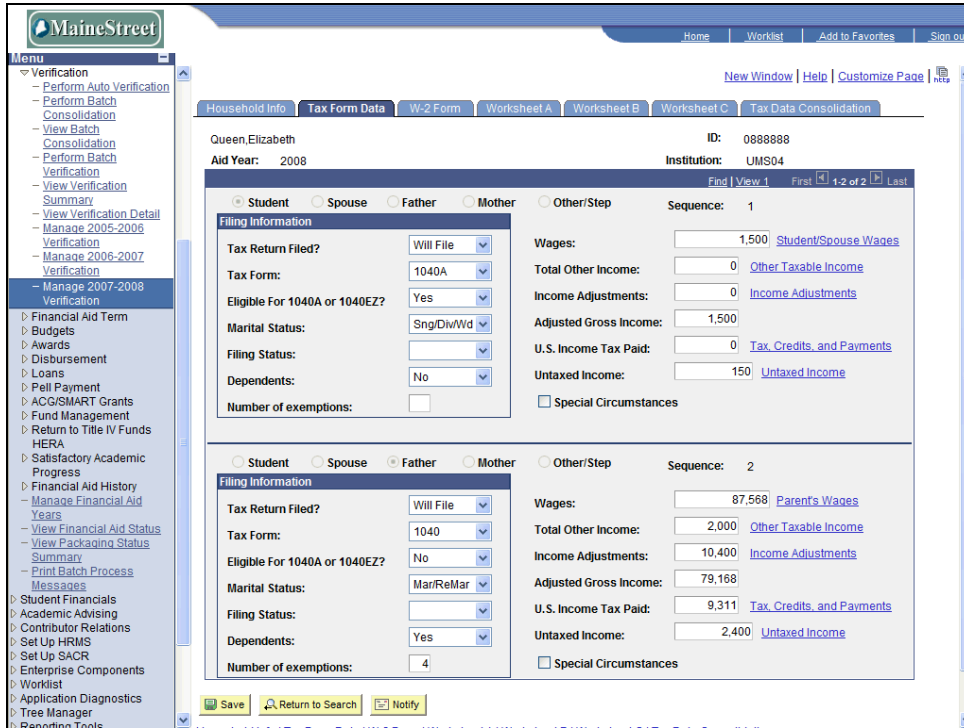
Process Document

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The screenshot shows the 'MaineStreet' application interface. On the left is a navigation menu with categories like 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', etc. The main content area is titled 'Student's Income from Wages'. It contains three input fields: 'Wage Income-Student' with a value of 1,500, 'Wage Income Spouse' with a value of 0, and 'Wages' with a value of 1,500. Below these fields are 'OK' and 'Cancel' buttons. The top of the interface has a blue header with 'MaineStreet' and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

Step	Action
18.	Click the OK button. 



The screenshot shows the 'MaineStreet' application interface. The 'W-2 Form' tab is selected in the top navigation bar. The main area displays tax information for a student named Queen, Elizabeth, with ID 0888888 and institution UMS04. The 'Aid Year' is 2008. The interface is divided into two sections for 'Sequence: 1' and 'Sequence: 2'. Each section contains a 'Filing Information' form with fields for Tax Return Filed?, Tax Form, Eligible For 1040A or 1040EZ?, Marital Status, Filing Status, Dependents, and Number of exemptions. To the right of each form is a summary of income and tax amounts, such as Wages, Total Other Income, Income Adjustments, Adjusted Gross Income, U.S. Income Tax Paid, and Untaxed Income. A left-hand menu lists various system functions like Verification, Budgets, Awards, and Loans. At the bottom of the form area are buttons for Save, Return to Search, and Notify.

Step	Action
19.	Click the W-2 Form tab.

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Student
 Spouse
 Father
 Mother
 Other/Step
 Sequence: 1

Wage and Tax Statement
Find | View All | First 1 of 1 | Last

Wages, Sal, & Tips: Taxes Withheld: Number: W21

Social security Wages: SS Tax Withheld: Statutory

Medicare wages & tips: Medicare Tax: PR Retirement Plan

Social security tips: Allocated tips: Third-party sick pay

Advance EIC payment: Dependent care: Other:

Nonqualified plans: [Box 12](#)

State: Wages: State Income Tax:

Student
 Spouse
 Father
 Mother
 Other/Step
 Sequence: 2

Wage and Tax Statement
Find | View All | First 1 of 1 | Last

Wages, Sal, & Tips: Taxes Withheld: Number: W21

Social security Wages: SS Tax Withheld: Statutory

Medicare wages & tips: Medicare Tax: PR Retirement Plan

Social security tips: Allocated tips: Third-party sick pay

Advance EIC payment: Dependent care: Other:

Nonqualified plans: [Box 12](#)

State: Wages: State Income Tax:

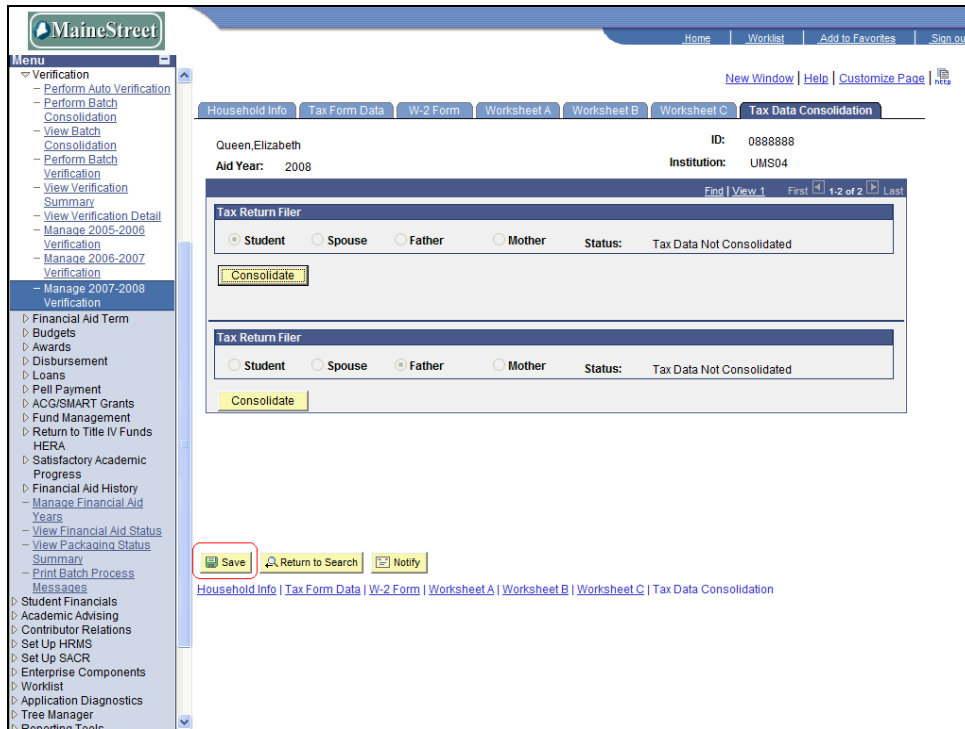
Step	Action
20.	If you don't have a person's income tax form (for example, they haven't filed yet), but you do have a copy of the W-2, use this page to enter W-2 data.



Step	Action
21.	Click the Tax Data Consolidation tab. Tax Data Consolidation

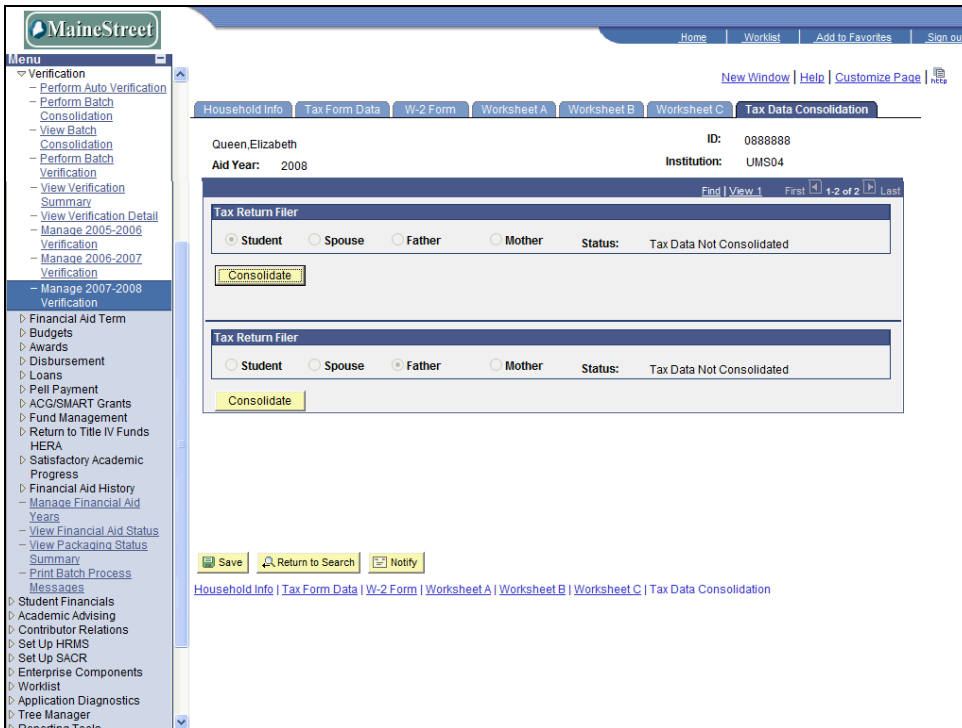
Process Document

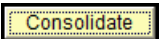
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The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', etc. The main content area is titled 'Tax Data Consolidation' and shows details for a household named 'Queen Elizabeth' with ID '0888888' and Institution 'UMS04'. The 'Aid Year' is '2008'. Below this, there are two 'Tax Return Filer' sections. Each section has radio buttons for 'Student', 'Spouse', 'Father', and 'Mother', and a 'Status' field that says 'Tax Data Not Consolidated'. A yellow 'Consolidate' button is present in each section. At the bottom of the page, there are buttons for 'Save', 'Return to Search', and 'Notify'. The 'Save' button is highlighted with a red box. The top of the page has navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'.

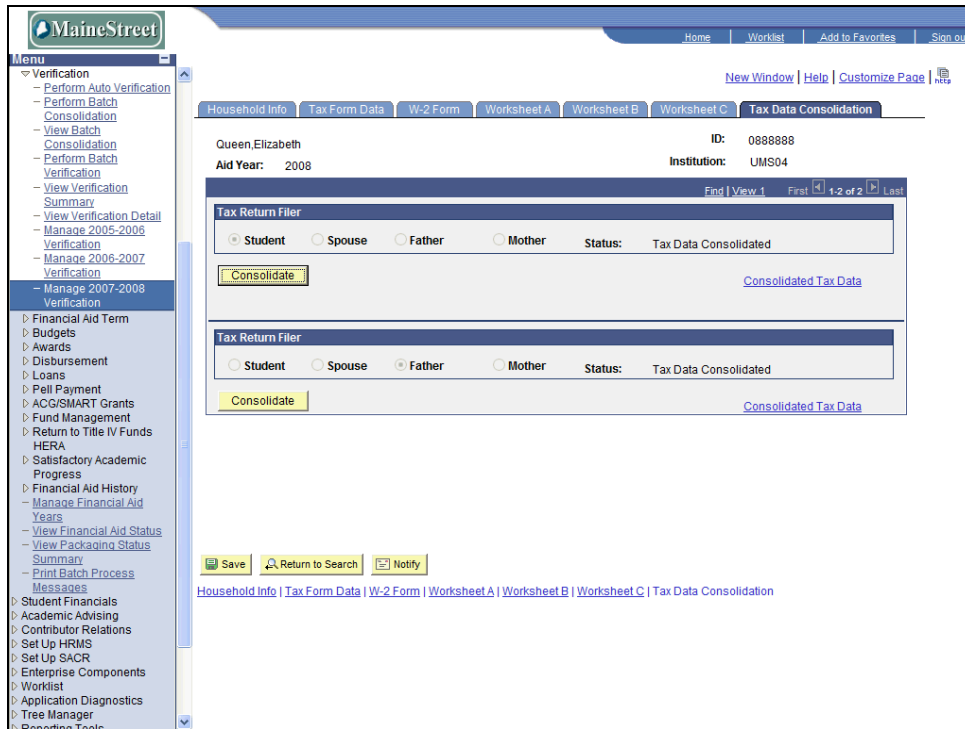
Step	Action
22.	<p>Use the Tax Data Consolidation page to combine the income and resources of all family members of the individual being verified.</p> <p>If you have not yet entered all the income data (for example, you haven't received all the documents yet), DO NOT CONSOLIDATE! Instead, Save.</p> <p>Don't Consolidate - either on this page for a single student, or via batch - until all the data is entered.</p>



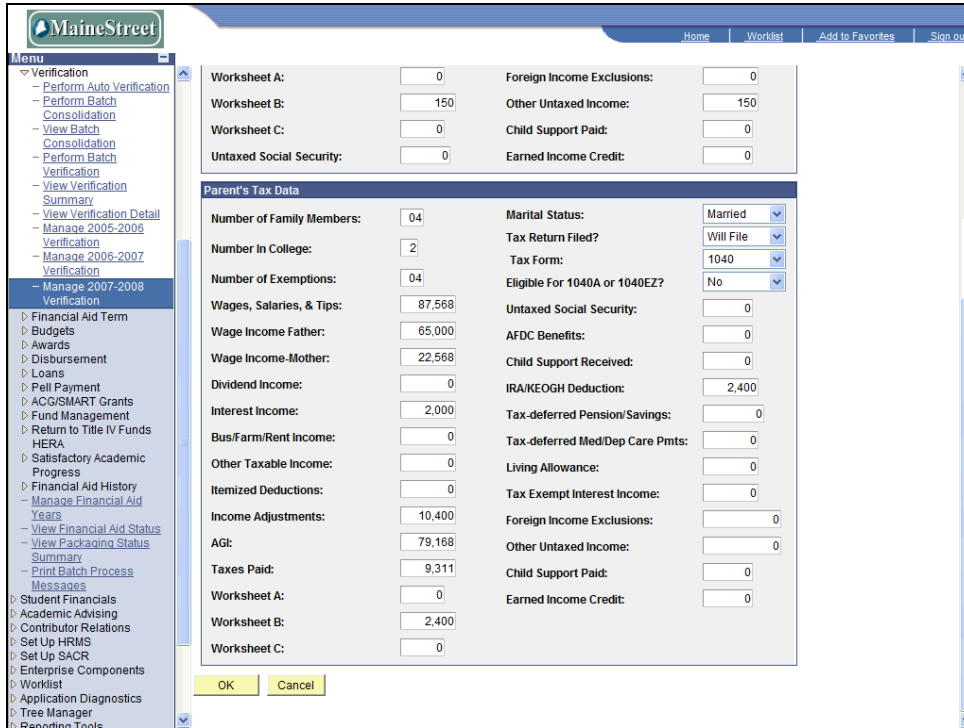
Step	Action
23.	<p>If you have entered all the data, you are ready to Consolidate.</p> <p>Use the Consolidate button (if there is more than one, click any one of them) to run the program that combines all of the income and resources.</p> <p>Click the Consolidate button.</p> 

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Step	Action
24.	<p>Click the Consolidated Tax Data link to view or edit all tax and resource information. The values that appear should represent the tax form information entered for each verified person.</p> <p>Consolidated Tax Data</p>
25.	<p>Use the Consolidated Tax Data page to view or edit all tax and resource information.</p> <p>If you edit totals on this page, the edits will not be reflected back to the other pages and subpages. It is recommended to enter the detailed data consistently on the various pages/fields.</p>



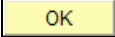
The screenshot shows the 'MaineStreet' application interface for entering verification data. The left sidebar contains a menu with options like 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', 'Loans', 'Pell Payment', 'ACG/SMART Grants', 'Fund Management', 'Return to Title IV Funds', 'HERA', 'Satisfactory Academic Progress', 'Financial Aid History', 'Manage Financial Aid Years', 'View Financial Aid Status', 'View Packaging Status', 'Summary', 'Print Batch Process', 'Messages', 'Student Financials', 'Academic Advising', 'Contributor Relations', 'Set Up HRMS', 'Set Up SACR', 'Enterprise Components', 'Worklist', 'Application Diagnostics', 'Tree Manager', and 'Reporting Tools'. The main content area is titled 'Parent's Tax Data' and includes the following fields:

Worksheet A:	<input type="text" value="0"/>	Foreign Income Exclusions:	<input type="text" value="0"/>
Worksheet B:	<input type="text" value="150"/>	Other Untaxed Income:	<input type="text" value="150"/>
Worksheet C:	<input type="text" value="0"/>	Child Support Paid:	<input type="text" value="0"/>
Untaxed Social Security:	<input type="text" value="0"/>	Earned Income Credit:	<input type="text" value="0"/>

Parent's Tax Data

Number of Family Members:	<input type="text" value="04"/>	Marital Status:	<input type="text" value="Married"/>
Number In College:	<input type="text" value="2"/>	Tax Return Filed?	<input type="text" value="Will File"/>
Number of Exemptions:	<input type="text" value="04"/>	Tax Form:	<input type="text" value="1040"/>
Wages, Salaries, & Tips:	<input type="text" value="87,568"/>	Eligible For 1040A or 1040EZ?	<input type="text" value="No"/>
Wage Income-Father:	<input type="text" value="65,000"/>	Untaxed Social Security:	<input type="text" value="0"/>
Wage Income-Mother:	<input type="text" value="22,568"/>	AFDC Benefits:	<input type="text" value="0"/>
Dividend Income:	<input type="text" value="0"/>	Child Support Received:	<input type="text" value="0"/>
Interest Income:	<input type="text" value="2,000"/>	IRA/KEOGH Deduction:	<input type="text" value="2,400"/>
Bus/Farm/Rent Income:	<input type="text" value="0"/>	Tax-deferred Pension/Savings:	<input type="text" value="0"/>
Other Taxable Income:	<input type="text" value="0"/>	Tax-deferred Med/Dep Care Pmts:	<input type="text" value="0"/>
Itemized Deductions:	<input type="text" value="0"/>	Living Allowance:	<input type="text" value="0"/>
Income Adjustments:	<input type="text" value="10,400"/>	Tax Exempt Interest Income:	<input type="text" value="0"/>
AGI:	<input type="text" value="79,168"/>	Foreign Income Exclusions:	<input type="text" value="0"/>
Taxes Paid:	<input type="text" value="9,311"/>	Other Untaxed Income:	<input type="text" value="0"/>
Worksheet A:	<input type="text" value="0"/>	Child Support Paid:	<input type="text" value="0"/>
Worksheet B:	<input type="text" value="2,400"/>	Earned Income Credit:	<input type="text" value="0"/>
Worksheet C:	<input type="text" value="0"/>		

At the bottom of the form are 'OK' and 'Cancel' buttons.

Step	Action
26.	Scroll down if necessary and click the OK button. 
27.	Click Save .
28.	End of Procedure.