Entering Verification Data-042808

1.	Navigate: **Financial Aid > Verification > Manage 20xx-20yy Verification** where "20xx-20yy" is the correct aid year.
2.	Make sure the correct **Institution** and **Aid Year** are entered. Enter criteria to identify the student such as the student **ID**. Click the **Search** button. 
3.	When you click the **Get Fed Data** button, the system populates fields with the most recent ISIR record data. Click the **Get Fed Data** button. 
4.	Use the **Household Info** page to enter documented information about the student and members of the student's household. Notice that in this example, there are two rows - there is always one row for the student. 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. 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.
5.	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.
6.	Click the **Tax Form Data** tab.
7.	Use the **Tax Form Data** page to enter information reported on the filer's tax forms. 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). It is strongly recommended to enter detailed data rather than totals.
8.	To enter detailed data, you visit each hyperlinked page.
9.	Click the **W-2 Form** tab.
10.	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.
11.	Click the **Tax Data Consolidation** tab.

12.	Use the **Tax Data Consolidation** page to combine the income and resources of all family members of the individual being verified. **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.** Don't Consolidate - either on this page for a single student, or via batch - until all the data is entered.
13.	If you have entered all the data, you are ready to **Consolidate**. Use the **Consolidate** button (if there is more than one, click any of them) to run the program that combines all of the income and resources.
14.	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.
15.	Scroll down if necessary and click the **OK** button.
16.	Click **Save**.
17.	**End of Procedure.**