

Verification Guide for Students

Verification is detailed review of the information that you provided on your Financial Aid application for a grant or loan to attend Raritan Valley Community College. You will need to provide certain documents to the Financial Aid office in order to complete verification. The law requires us to complete the process of verification before we disburse any grant or loan funds to you. The policies and procedures that govern the verification process are in this guide.

Verification Deadlines

Listed below are the deadlines by which a student must complete verification. Verification is complete when an applicant has submitted all request documents, all necessary corrections have been made, and we receive your corrected Financial Aid Application from the Department of Education.

Last Term Attended	Verification Deadline
Fall 2017	December 19, 2017
Spring 2018	May 14, 2018
Summer 2018	August 17, 2018

If you fail to submit the required documentation by the deadlines you could lose financial aid for that semester or academic year.

Completion of Verification

Once our office has completed verification one of two things will happen:

1. If we have conflicting information, we may ask for additional documentation
2. You will receive an award letter will be sent via mail and email, in addition you can access this information through your Lion's Den account.

State (HESAA) Verification

Independently from the RVCC Financial Aid office, the New Jersey Higher Education Student Assistance Authority (HESAA) may verify your information to determine if you are eligible for a Tuition Aid Grant (TAG). You will be notified directly by HESAA of what documentation they require. You can submit information directly through their website, www.hesaa.org.

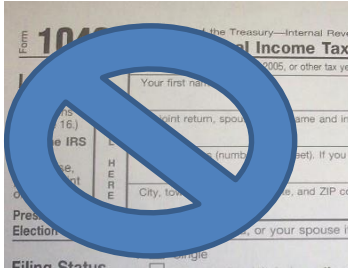
Summary

The selection of an application for verification does not necessarily mean we believe your information is incorrect. Most applications are randomly selected for verification to maintain the integrity of the Federal Student Aid programs. Some applications are selected based upon a set of common edits which check data for consistency and logic.

While your file is being reviewed for verification, no Financial Aid funds can be disbursed (paid) to your account. Holds may be placed on your account preventing you from scheduling future courses or viewing grades if you have not completed the verification process.

How to Submit your Tax Information

We are not allowed to collect your personal tax returns, which you received from your accountant, tax preparer or the ones you prepared yourself.



DO NOT BRING YOUR 1040, 1040A or 1040EZ to the RVCC Financial Aid Office, we cannot accept them.

You have two options to confirm your tax info from 2015.

How to Transfer Your IRS Tax Information Directly into Your FAFSA

The IRS Data Retrieval Tool transfers your IRS tax information directly into your FAFSA. To use the Data Retrieval Tool, complete the following steps:

- Go to fafsa.ed.gov and select the “Start Here” button
- Log in using your FSA ID
- Select the “Continue” or “Make a Correction” button
- Select the "Financial Information" tab from the top of the page.

Instructions for the parent to request the parent IRS information:

1. Go to "Parent Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, select which parent is providing information on the FAFSA
4. Enter the FSA ID for the parent providing the information
5. Click "Link to IRS"
6. Review the information displayed and select the “Transfer My Information into the FAFSA” option

Instructions for the student to request the student IRS information:

1. Go to "Student Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, click "Link to IRS"
4. Review the information displayed and select the “Transfer My Information into the FAFSA” option
5. Proceed to the Sign and Submit page

If you are unable to use the IRS Data Match for any reason you will need to submit a Tax Return Transcript from the IRS.

Request and Submit a Tax Return Transcript

If you filed a Tax Return in 2015 you need your **Tax Return Transcript**

If you did not file and were not required to file, you must request a **Statement of Non Filing letter.**

Both documents are free of charge to receive.

There are three ways to obtain the documents you need.

1. Online

Go to www.irs.gov to print out your 2015 Tax Return Transcript. This would available immediately.

2. Phone

Call the IRS to get your Tax Return Transcript from the IRS at 800-908-9946

- It normally takes 5-10 business days for this to be mailed to you.
- There is no charge to receive this.
- Make sure you request the **Tax Return Transcript**, not the Account Transcript!

3. In Person

You can visit a local IRS office where you can request and received your Tax Return Transcript in person. Note, if you need to submit a tax return for your parent they will need to also go in person to get their Tax Transcript. You may need to make an appointment to obtain this.

City	Street Address	Days/Hours of Service	Telephone*
Cherry Hill	57 Haddonfield Rd. Cherry Hill, NJ 08002	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(856) 321-1328
Edison	100 Dey Place Edison, NJ 08817	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(732) 572-9752
Fairfield	165 Passaic Ave. Fairfield, NJ 07004	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(973) 808-0821
Freehold	4 Paragon Way Freehold, NJ 07728	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(732) 660-0063
Mays Landing	5218 Atlantic Ave. Mays Landing, NJ 08330	Monday-Friday - 8:30 a.m. - 4:30 p.m. (Closed for lunch 12:30 p.m. - 1:30 p.m.)	(609) 625-0678
Mountainside	200 Sheffield St. Mountainside, NJ 07092	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(908) 301-2112
Newark	20 Washington Place Newark, NJ 07102	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(973) 645-6690
Paramus	1 Kalisa Way Paramus, NJ 07652	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(201) 634-7052
Parsippany	1719-C Rte. 10 Parsippany, NJ 07054	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(973) 808-0821
Paterson	200 Federal Plaza Paterson, NJ 07505	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(973) 357-4114
Trenton	One State St. Square, 50 West State St. Trenton, NJ 08608	Monday-Friday - 8:30 a.m. - 4:30 p.m.	(609) 989-0533