



## Verification of the FAFSA

### What is verification?

Verification is the federal process of verifying that the information on the FAFSA is accurate.

The U.S. Department of Education selects 30% of all FAFSAs to be verified. Your FAFSA being selected does not mean that there is an error on the FAFSA.

Students will submit the following documents together as one packet for the verification process:

1. Verification Worksheet (located at [www.cau.edu/financialaid/documents-and-forms.html](http://www.cau.edu/financialaid/documents-and-forms.html))
2. IRS Tax Return Transcript (download from [www.IRS.gov](http://www.IRS.gov))

**or**

1. Verification Worksheet (located at [www.cau.edu/financialaid/documents-and-forms.html](http://www.cau.edu/financialaid/documents-and-forms.html))
2. IRS Form 1040 (*ink signed on second page by owner*) **and** W-2

Copies of IRS Tax Transcript must be of the same year used to complete the FAFSA.

**NOTE: No incomplete packets will be accepted.  
Additional documentation may be needed after initial review.**

*Please allow 7 – 10 business days from the time of submission of a complete packet for awarding of your financial aid.*

### Corrections to your FAFSA

If verification documents reveal inaccuracies in a student's FAFSA, the record is corrected by the Office of Financial Aid.

*Please allow an additional 3 – 5 business days from the time of correction of your FAFSA for awarding of your financial aid.*

### **Submit documents to:**

Office of Financial Aid  
Clark Atlanta University  
Haven-Warren Hall, Room 209  
James P. Brawley Drive, S.W.  
Atlanta, GA 30314

Phone: (404) 880-8992

Fax: (404) 880-8070

Email: [finaid@cau.edu](mailto:finaid@cau.edu)