

Memphis College of Art

2010-2011 Verification Instructions

A. What is Verification?

Verification is the process the school must confirm that the information reported to the Department of Education on the FAFSA is accurate. Each year approximately 30% of applicants nationwide are selected randomly for verification by the Department of Education.

NOTE: Please complete verification within 2 weeks of receiving this notice. Students selected for verification may not receive financial aid until verification is complete.

B. What documentation is required?

According to the federal guidelines from the Department of Education, please submit the items listed below, in order for the financial aid office at Memphis College of Art to complete verification and process your financial aid:

Dependent Students:

*Verification Worksheet (attached)
*Signed copy of your 2009 federal taxes
*Signed copy of your parents' 2009 federal taxes

Independent Students:

*Verification Worksheet (attached)
*Signed copy of your (and spouse's) 2009 federal taxes

C. Additional documentation requirements:

If you and/or your parents received any of the following sources of income in 2009, please provide documentation of the total annual amount received.

*2009 welfare documentation
*2009 Social Security documentation (for each household member)
*2009 child support received (total amount for all children)
*2009 child support paid (total amount for all children)

D. Verification instructions:

Step 1: Complete entire verification worksheet and all required signatures.
Step 2: Attached your **signed** copy of your 2009 federal income tax return (include Spouses' or parents' tax forms also)
Step 3: Review section C above and attach any necessary 2009 income documentation
Step 4: Double-check all answers and documents submitted. Errors and missing information will cause delays in financial aid processing.

E. Mail or fax or email all verification documentation to:

Memphis College of Art
Financial Aid Office – Attention: Lynn Holladay
1930 Poplar Avenue
Memphis, TN 38104
(901) 272-5134 Fax
(901) 272-5136 Phone
LHolladay@mca.edu