

Verification Procedures

Verification is a process created by the U.S. Department of Education to confirm the accuracy of information provided on the FAFSA. The verification process requires our office to verify or confirm the data reported by you and/or your parent(s) on the FAFSA. If you are selected for verification, and requirements were not completed by using the IRS Data Retrieval Tool, an email will be sent to your JSCC email and you will be required to provide documentation to verify the information you reported on the FAFSA.

The verification process is not complete and federal financial aid will not be awarded until all submitted documentation has been verified by our office and the U.S. Department of Education has received and accepted any changes to the original FAFSA data.

How will I know if I am selected for verification?

- You will be notified by letter and through email if you have any outstanding requirements that must be met before a federal financial aid award will be made.
- You can review outstanding requirements on your JSCC Self-Service.

If you were selected for verification, the documentation you submit will be compared to the original FAFSA and corrections may be made. These corrections could change the student's EFC (Expected Family Contribution) which could affect the award amount. If corrections were made you will receive a new SAR (Student Aid Report) from the Department of Education.

How should I submit my verification documents?

Documents that are needed for verification can be submitted to our office in the following ways:

- Visit us at the Financial Aid Department in office 116 of the Strickland Building.
- Download the documents from our website and mail to:

- James Sprunt Community College / Financial Aid Department
PO Box 398
Kenansville, NC 28349
- Scan and email to: jscffinaid@jamesprunt.edu
- Fax: 910-296-1314

What happens after I complete verification?

After verification is completed you will be notified through email and can view your offer letter on your JSCC Self-Service under the Financial Aid Awards link.

How do I Request an IRS Tax Return Transcript?

“Request by Mail”

- Click “Get Transcript by Mail”
- Acknowledge the disclosure pop up box that appears by clicking “OK”
- Complete the required fields (SSN, Date of Birth, etc.) and click “Continue”
- Follow the prompts to request a transcript
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 business days from the time the on- line request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

“Request Online”

- Click “Get Transcript Online”
- Create an account or login if an account has already been created
- When creating an account you must have the following information to begin--- Full name, Email, Birthdate, SSN or ITIN, Tax filing status, Current address
- There will be an identity verification and you will need an account number from **ONE** of these financial accounts—Credit Card, Student Loan, Mortgage or Home Equity Loan, Home Equity Line of Credit, Car Loan
- You will also need a mobile number with your name on the account.
- After your account is created, follow the prompts to request a transcript.