KHEAA Verify Process

Text VERIFY to 888-272-8771 if you prefer text messages.

The U.S. Department of Education requires some students to verify the information they submitted on the Free Application for Federal Student Aid (FAFSA). If you have been selected for verification, you MUST provide the information requested or you will NOT be eligible for state or federal aid.

Go to kheaaverify.com and click on the MyKHEAA logo. Sign in or click Register and fill out all the requested information to create a MyKHEAA account.

If you are a dependent student, your parent will also need to create a MyKHEAA account.

Once you are logged in, click KHEAA Verify.

Click Worksheet to start a new verification worksheet or complete an existing worksheet. The student should log out, and the parent should log in under the parent's account. Parents should click the Parent eSign button to sign the student's worksheet.

If you're a tax filer, you must provide your IRS tax information after you have completed the worksheet. See the Helpful Hints section.

The process above is for students at colleges or universities using the KHEAA Verify program.

Helpful Hints

• If you're a tax filer:

Use the IRS Data Retrieval Tool which will populate FAFSA's tax return questions.

— OR —

Submit an IRS tax transcript if you do not, or cannot, use the IRS Data Retrieval Tool. Request a transcript at www.irs.gov/ individuals/get-transcript or call 855-272-8771.

- If you're not required to file taxes, submit a copy of all your W-2's to document earnings.
- Login to your FAFSA at www. fafsa.ed.gov at a later time if you need to make a correction or update your tax information.
- Complete all requested forms.
- Answer all questions, even if it is a "0."
- Provide all required signatures.
- Based on the documentation received, you may be required to submit additional information.





