


Electronic Verification Worksheet Guide

After submitting the FAFSA, a student may be selected for a process called verification. If so, one step that must be completed is a Verification Worksheet. This is completed entirely online, but must be completed by the student and approved by a parent on the FAFSA.

Immediately after our office receives the FAFSA, and finds that a dependent student is selected for verification, the parent is sent an email with the subject line, "myZou Authorized Access Account Setup." This email encourages them to create a login and password for Additional Authorized Access (AAA), which will allow them to electronically "sign" the Verification Worksheet once it has been completed by the student. It is important to note that the link provided in the email is only valid for 24 hours. If the parent does not use the link during this time, they will instead be directed to the login page and will need to follow the "Forgot Your Password?" link to regenerate a new link.

Student Instructions:


To start, the student should go to their myZou To Do List, and click on the "Verification Worksheet" item. Then, there will be a link to follow to complete the form electronically. The student will be prompted to login with their username and password. This will take you to the screen below:

 **Student Financial Aid**
University of Missouri

Financial Aid Online Forms

Logged in As: Tiger, Truman A (14285212)

Complete the required form(s) below. You can open each form to review the questions, but you will not be able to save. After you submit the information, it will be reviewed once all other required forms are completed, if applicable. Once you successfully submit the information, you will receive confirmation of receipt. Once all required To Do List items in myZou have been completed, please allow 2-3 weeks for processing.

 [2017-2018 Verification Worksheet](#) - Need to Complete

[Go back to the control page.](#)

Follow the link for the Verification Worksheet to begin entering information.

Parent/Stepparent Information

Parent 1: *Listed on FAFSA (mother/father/stepmother/stepfather)*

*First Name

Middle Initial

*Last Name

*Date of Birth (Format: mm/dd/yyyy)

Parent 2: *Listed on FAFSA (mother/father/stepmother/stepfather) (Leave it blank if none)*

First Name

Middle Initial

Last Name

Date of Birth (Format: mm/dd/yyyy)

Be sure to enter the information for the parent(s) that are listed on the FAFSA.

The worksheet will also request information on those who can be included in the household size on the FAFSA. Be sure to carefully read the instructions and enter the information for each household members.

Please note: more questions may be required depending on the answers provided. Be sure to answer every question as it is appears.

Additional Family and/or Household Members

- Include your siblings, even if they do not live with your parent(s), if the parent(s) listed above will provide more than half of their support from July 1, 2017 through June 30, 2018 or if the siblings would be required to provide parental information on the FAFSA.
- Include other persons if they live with your parent(s) listed above and your parent(s) will continue to provide more than half of their support from July 1, 2017 through June 30, 2018.

Please fill out their information in the boxes below. If applicable, enter the name of the college, degree program, and enrollment if the person is attending at least half time between July 1, 2017 and June 30, 2018, and will be enrolled in a degree, diploma, or certificate program. Do not leave any blanks if the previous sentence applies. We may verify college enrollment after the start of the semester.

Family Member 1:

First Name	<input type="text" value="Tina"/>
Middle Initial	<input type="text" value="A"/>
Last Name	<input type="text" value="Tiger"/>
Date of Birth	<input type="text" value="07/01/1998"/> (Format: mm/dd/yyyy)
Relation to Student	<input type="text" value="Sister/Step-sister"/> Note: Do not include foster child(ren)
Attending College?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/>
Will s/he attend the University of Missouri - Columbia?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Degree Program	<input type="text" value="Bachelor's Degree"/>
Number of Hours Enrolled Per Semester	<input type="text" value="Full-time (12 or more credits at most schools)"/>

Family Member 2:

First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/> (Format: mm/dd/yyyy)
Relation to Student	<input type="text"/> Note: Do not include foster child(ren)
Attending College?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/>

By selecting save for later, your form will not be submitted. You may access at a later time. In order to submit, you must select Confirm and Submit.

I certify that all of the information reported is complete and correct.
Warning: if you purposely give false or misleading information, you may be fined, sent to prison, or both.



As the form is completed, the student may choose to click “Save for Later” to return and edit the form at a later time.

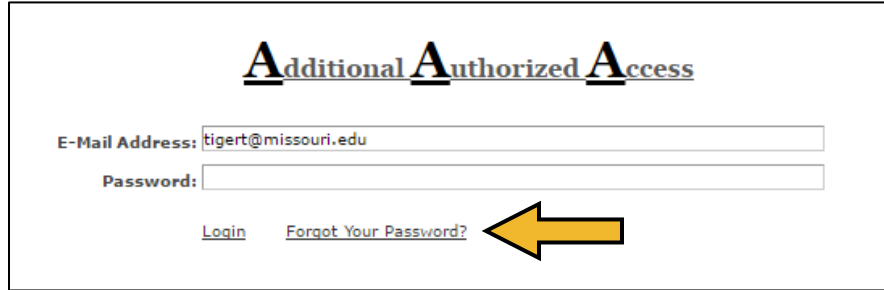
However, the form will not be sent to the parent to review until the student checks the “Confirm and Submit” box.

Once the form is submitted, the parent will receive an email notifying them that the student portion is complete and that they should login to review and submit.

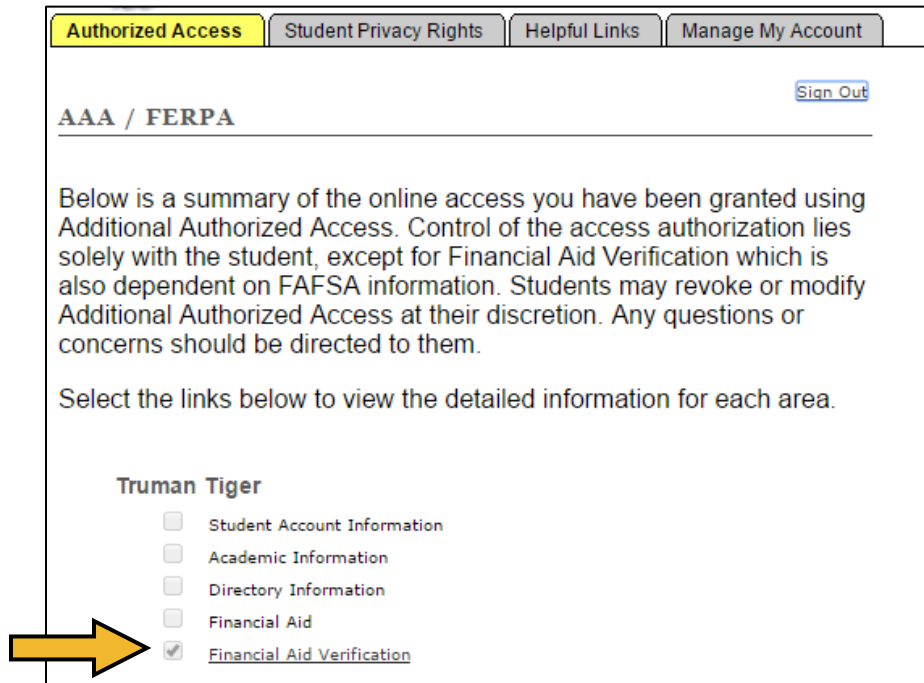
Parent Instructions:

After the student submits the Verification Worksheet, an email is sent to the parent instructing them to follow the link given to review and “sign” it.

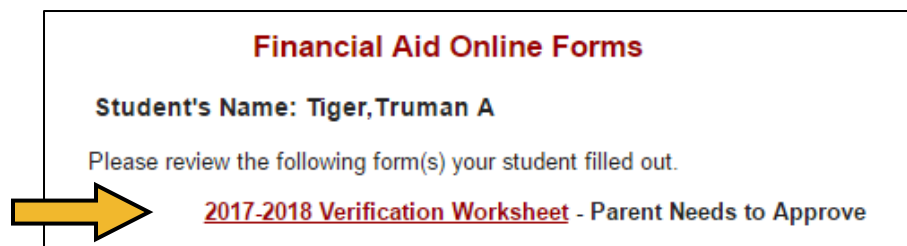
The parent will first be asked to log in to Additional Authorized Access (AAA). The email address used for login should be the one the email was sent to, and the password should already have been set up. However, if the password has not been set up, or it was forgotten, follow the “Forgot Your Password?” link to reset.



Once logged in, the screen below will appear. The parent should click the link for “Financial Aid Verification.”




Then, the parent should follow the link given for review. It should look like this:



Next, review the information provided by the student. If anything appears to be incorrect, the parent will need to contact the student and have them return to the form to make edits. The parent **cannot** edit the form for the student.

If everything is correct, the parent should then click the “Confirm and Submit” button. This will send the completed Verification Worksheet to our office for review, and the Verification Worksheet item will be removed from the students To Do List in myZou.

Student Information	
Student ID:	14285212
Student Name:	Tiger, Truman A
Parent/Stepparent Information	
Parent 1:	<i>Listed on FAFSA (mother/father/stepmother/stepfather)</i>
First Name	Thomas
Middle Initial	A
Last Name	Tiger
Date of Birth	01/01/1970
Additional Family and/or Household Members	
<ul style="list-style-type: none">• Include your siblings, even if they do not live with your parent(s), if the parent(s) listed above will provide more than half of their support from July 1, 2017 through June 30, 2018 or if the siblings would be required to provide parental information on the FAFSA.• Include other persons if they live with your parent(s) listed above and your parent(s) will continue to provide more than half of their support from July 1, 2017 through June 30, 2018. <p><i>Please fill out their information in the boxes below. If applicable, enter the name of the college, degree program, and enrollment if the person is attending at least half time between July 1, 2017 and June 30, 2018, and will be enrolled in a degree, diploma, or certificate program. Do not leave any blanks if the previous sentence applies. We may verify college enrollment after the start of the semester.</i></p>	
Family Member 1:	
First Name	Tina
Middle Initial	A
Last Name	Tiger
Date of Birth	07/01/1998
Relation to Student	Sister/Step-sister
Attending College?	Yes
Will s/he attend the University of Missouri - Columbia?	Yes
Degree Program	Bachelor's Degree
Number of Hours Enrolled Per Semester	Full-time (12 or more credits at most schools)
Parent, please review the information submitted by your student. If you approve, please confirm and submit below. If you find information on this document which requires revision, please notify your student. Your student may log back into the electronic form, make edits, and resubmit for your review and electronic signature.	
I certify that all of the information reported is complete and correct. Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.	
 <input type="button" value="Confirm and Submit"/>	