KHEAA VERIFICATION PROCESS

For Students and Parents
If you are chosen for FAFSA verification,
DON’T PANIC. YOU’VE DONE NOTHING WRONG!

DON’T DELAY
It’s important to complete verification as soon as you’re notified so there are no delays with
YOUR FINANCIAL AID.

The U.S. Department of Education requires some students to verify the information submitted on the FAFSA.

If you’ve been selected for verification, you MUST provide the information requested or you’ll NOT be eligible for state or federal aid.

HELPFUL HINTS
- Complete all requested forms and answer all questions, even if it is a “0.”
- Sign where required – stamped or computer-generated signatures are not acceptable.
- Include student’s name and school ID on each form and document.
- Monitor your KHEAA Verify account for up-to-date status information.
- Allow a minimum of 10 business days for your information to be processed.

1. Visit kheaaverify.com and click on the MyKHEAA logo.
2. Sign in or click Register and fill out all the information to create a MyKHEAA account.
3. If you are a dependent student, your parent will also need to create a MyKHEAA account.
4. Once you are logged in, click KHEAA Verify.
5. Click Worksheet to start a new verification worksheet or complete an existing worksheet.
6. Review your document list to see if additional info is needed.

If you’re a tax filer, you must provide your IRS tax information after you complete the worksheet.

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

Text VERIFY to 855–272–8771 if you prefer text messages.