

How to Complete Financial Aid Verification

Please follow the directions below to complete the financial aid verification

- If you've never logged in to mills.verifymyfafsa.com before, you'll need to set up an account.

- Click on “Create Account.” Once you’re on the next page, complete the personal information. Be sure to use an email address that you check often. You have the option to opt-in to SMS text messages about your verification. If you’re interested in this, be sure to include a phone number.

- Once you're logged in, review any major items. These appear as white text on a blue bar. (Marked #1 in the image below.) You may have multiple major items.

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

1 > Household Form

- Click the arrow to the left of the major item to review subitems. (#2 in the image below.) Subitems with a green circled check mark have been uploaded or completed and are awaiting final submission (#3 in the image below).
- Subitems with a red circle are still outstanding and need to be completed by you before you can submit your verification (#4 in the image below).
- Once all items have been uploaded, the "Submit" button (#5 in the image below) will become a solid, dark blue. You must click "Submit" to indicate that you've completed all uploads.
- A green "Finish" button will then appear. Double check to make sure you're happy with your submissions, then click "Finish."
- We're only able to review and finalize verification once all of the above steps have been taken.
- Note that mills.verifymyfafsa.com may send you to other websites for you to gather documentation or complete certain steps. These may include [FAFSA.ed.gov](https://fafsa.ed.gov) or irs.gov/individuals/get-transcript. If you are sent to those sites, please make sure you follow through all steps and that you receive confirmation from that site.
- **Important note:** at this time, the IRS Data Retrieval Tool has been taken down by the IRS and cannot be used. To meet the tax return requirement, you must request an IRS Tax Return Transcript from the IRS here: irs.gov/individuals/get-transcript.

(Sample screenshot of Student Forms on next page)

Sample screenshot:

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2 **Household Form**

You were selected for a process called verification by the Department of Education. You will need to verify certain information you reported on the Free Application for Federal Student Aid (FAFSA). In order to do so, [Read More](#)

3 Household Form View Form

Download	Date Filled Out
2016-2017 Dependent V1 Household Web Form.pdf	

Congratulations! This form has been E-Signed and may now be submitted for review.

4 Upload Parents' 2015 IRS Tax Return Transcript Upload

Please note that you must provide the appropriate tax return transcript from the IRS. 1040 forms are not acceptable in most circumstances.

5 Submit