KHEAA VERIFY PROCESS

Every year the U.S. Department of Education requires some students to verify the information submitted on the Free Application for Federal Student Aid (FAFSA). This important process ensures the proper amount of aid is going to the most qualified students. If you have been selected for verification, you MUST provide the information requested or you will NOT be eligible for state or federal aid. Murray State University is partnering with KHEAA to make sure this process goes as smoothly as possible. Please follow the steps below to start the KHEAA Verify process.

① Go to kheaaverify.com and click on the MyKHEAA logo.

② Sign in or click Register and fill out all the requested information to create a MyKHEAA account.

③ If you are a dependent student, your parent will also need to create an account.

④ Once you are logged in, click KHEAA Verify.

⑤ Click Student Worksheet to start a new verification worksheet or complete an existing worksheet.

⑥ Parents should click the Parent eSign button to sign your student's worksheet.

Helpful Hints

- Complete all requested forms in full. Do not leave any questions blank. All questions must be answered, even if it is a "0." Be sure all required signatures have been provided.
- Use the IRS Data Retrieval Tool to retrieve tax information from the IRS to populate FAFSA tax return questions. Log into your FAFSA at www.fafsa.ed.gov to make a correction to use the IRS Data Retrieval Tool to update your tax information.
- If you do not, or cannot, use the IRS Data Retrieval Tool, you must submit an IRS tax transcript. Request a transcript by visiting www.irs.gov/individuals/get-transcript or calling 1-800-908-9946.
- If you will not and are not required to file taxes, be sure to submit all W-2's to document earnings from work.

MURRAY STATE UNIVERSITY

If you have additional questions, please call 1.855.272.8771.

KHEAA