Murray State University (MSU) has contracted with Kentucky Higher Education Assistance Authority (KHEAA) to process federal verification requirements.

Students must complete the verification process by the last day of class of the attending semester for aid to be awarded or disbursed.

KENTUCKY HIGHER EDUCATION ASSISTANCE AUTHORITY (KHEAA)

All verification documents should be sent directly to KHEAA. Documents can be mailed, faxed, emailed, or directly uploaded on KHEAA's document upload portal. If you do not have access to the internet, contact KHEAA to get a list of the required documentation.

KHEAA	PHONE: 855-272-8771
P.O. BOX 4048	FAX & E-FAX: 502-696-7230
FRANKFORT, KY 40602	EMAIL: verification@kheaa.com

HOURS: MONDAY – THURSDAY   8:00 A.M. – 5:30 P.M. (EST)   FRIDAY 8:00- 4:30 P.M. (EST)

To expedite the verification process, the verification worksheet and uploading all documents may be completed by using ZipAccess at www.kheaa.com. Click here for step-by-step instructions for ZipAccess. If you already have a user Id and password for ZipAccess, you may log in to monitor the status of your verification.

Some of the information you may be required to document could include:

- Verification Worksheet
- High School Completion Status
- Identity/Statement of Educational Purpose

Tax Filers

- Tax Return Transcript or IRS Data Retrieval on the FAFSA
- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps), if included on FAFSA
- Child Support Paid, if included on FAFSA

Non-Tax Filers

- Income earned from work
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps), if included on FAFSA
- Child Support Paid, if included on FAFSA

Please note that parents of dependent students must have a separate user ID and password to sign documents.