

# Complete the Verification Process Online for 2021-2022

## What is the Verification Process?

Verification is the federal requirement that schools must verify certain information included on the Free Application for Federal Student Aid (FAFSA) before a student can potentially be awarded financial aid. Students who are chosen for verification will have the “Online Verification” checklist placed on their **MyNOVA To Do List**. Once the verification process is available for you to complete on the Inceptia website, [www.verificationgateway.org/nova2022](http://www.verificationgateway.org/nova2022), an email with login information will be sent to the email address listed on your FAFSA. If other items are shown on your **MyNOVA To Do List**, you will need to complete those items prior to receiving the login instructions to complete verification.

## Log in to the Inceptia Verification Gateway Website to Complete Verification

**Step 1:** Go to Inceptia’s Verification Gateway website: [www.verificationgateway.org/nova2022](http://www.verificationgateway.org/nova2022)

**Step 2:** Click the green “Sign Up” button to create an account the first time you log in.

- Enter your first and last name, date of birth, and Social Security Number exactly as it was entered on your 2021-2022 FAFSA.
- If you need to log back into your account at a later time, use the “Returning User’s Login” section to access your account.

The image shows two screenshots from the Verification Gateway website. The left screenshot displays the 'Verification Gateway' header and two main sections: 'CREATE AN ACCOUNT' with a green 'Sign up' button, and 'RETURNING USERS LOGIN' with fields for Email and Password, a 'Show Password' checkbox, a 'Forgot Password?' link, and a green 'Login' button. The right screenshot shows a 'Task List' titled 'The items you must complete to qualify for Financial Aid'. It features a 'Verification Tasks' header and a list of two tasks: 'Household Size and Number in College' and 'Income - Student', both with checkboxes and 'not started' status indicators.

**Step 3:** Complete the items on your personalized Task List and upload requested documentation.

**Step 4:** Once you have completed your Task List, be sure to e-sign your account. For [dependent students](#), one parent whose information was provided during the verification interview must create a separate Verification Gateway account, complete their own Task List items, and e-sign their account. The verification process is not complete until all required e-signatures are received.

**Step 5:** Continue to monitor your Verification Task List and your myNOVA [To Do List](#) for any additional requests.

**Please allow up to 7 business days for verification processing and up to an additional 2 weeks for your financial aid eligibility to be determined after all required documentation has been submitted.**

### Questions?

Call Verification Gateway Customer Service at  
1-888-374-8427 Monday – Friday from 9:00 a.m. – 8:00 p.m. (EST)  
or email [VGCS@inceptia.org](mailto:VGCS@inceptia.org)

## Acceptable Documents to Verify Income & Tax Information

If you are selected for verification for the 2021-2022 academic year, you (and your parents or spouse, if applicable) should complete the verification process at [www.verificationgateway.org/nova2022](http://www.verificationgateway.org/nova2022) and provide any requested items, including the documents shown below, to Financial Aid Services through Inceptia’s Verification Gateway.

**For the 2021-2022 FAFSA, provide 2019 tax year information.**

Tax Filing Status	Acceptable Documentation
<p><b>Tax Filers</b></p>	<ul style="list-style-type: none"> <li>• Use the <a href="#">IRS Data Retrieval Tool (IRS DRT) to transfer unchanged tax data</a> into your FAFSA. If you already submitted your FAFSA, you may try to correct your FAFSA at <a href="https://studentaid.gov/">https://studentaid.gov/</a> using IRS DRT; <b>or</b></li> <li>• Provide a <a href="#">Tax Return Transcript from the IRS</a> for the applicable year; <b>or</b></li> <li>• Provide a signed copy of the Federal Tax Return (IRS Form 1040 and schedules) for the applicable year.               <ul style="list-style-type: none"> <li>○ The tax return must be signed by the tax filer (at least one of the tax filers must sign it in the case of a joint tax return) <b>or</b> it must contain the tax preparer’s information (to include the tax preparer’s SSN, EIN, or PTIN and the tax preparer’s signed, stamped, typed, or printed name and address); <b>or</b></li> </ul> </li> <li>• Provide a transcript from the foreign tax authority or a signed copy of the foreign tax return (translated into English with all figures converted to U.S. Dollars) for individuals who filed their taxes overseas.</li> </ul>
<p><b>Non-Tax Filers:</b></p> <ul style="list-style-type: none"> <li>- Independent Students &amp;</li> <li>- Parents of Dependent Students</li> </ul>	<ul style="list-style-type: none"> <li>• Provide IRS form W2, 1099, or an equivalent document, for each source of employment income received in the applicable year; <b>and</b></li> <li>• Provide the Verification of Non-Filing (VNF) Letter for the applicable tax year as indicated in the <a href="#">IRS Transcript tutorial</a>; <b>or</b></li> <li>• If non-tax filers try to get the VNF Letter and are unable to obtain it from the IRS or from other tax authorities, they may submit a signed statement certifying that they:               <ul style="list-style-type: none"> <li>○ Attempted to obtain the VNF from the IRS or other tax authorities and were unable to obtain the required documentation; <b>and</b></li> <li>○ Have not filed and are not required to file an income tax return for the applicable year; <b>and</b></li> <li>○ Provide a listing of the source of any income earned in the applicable year along with the amount earned from each source.</li> </ul> </li> </ul>
<p><b>Non-Tax Filers:</b></p> <ul style="list-style-type: none"> <li>- Dependent Students</li> </ul>	<ul style="list-style-type: none"> <li>• Provide IRS form W2, 1099, or an equivalent document, for each source of employment income received in the applicable year; <b>and</b></li> <li>• List the source and the amount of all income earned for the applicable year when completing the verification interview at <a href="http://www.verificationgateway.org/nova2022">www.verificationgateway.org/nova2022</a>.</li> </ul>