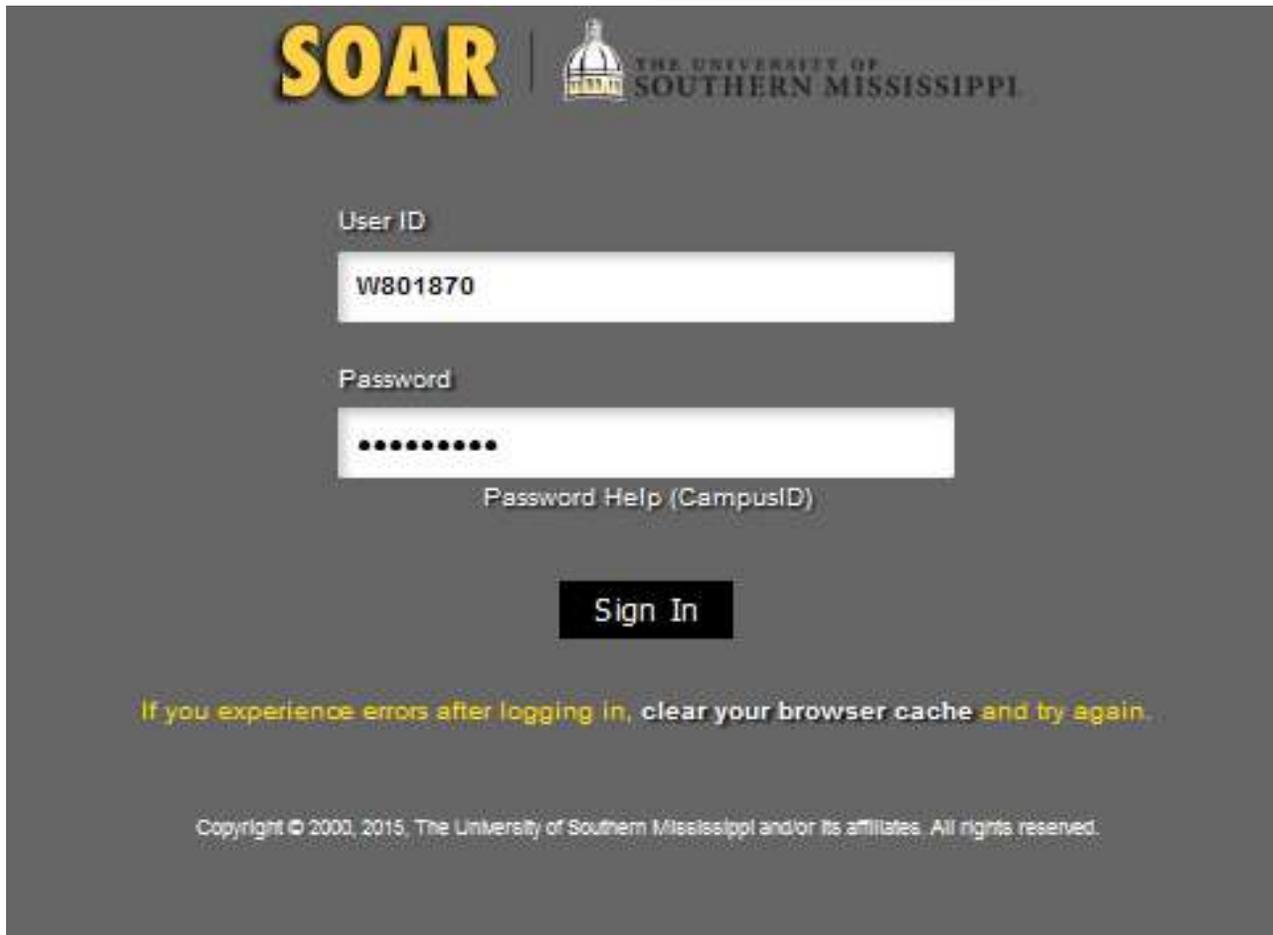


How to Complete the Verification Process Online in SOAR: Dependent Students

Step 1: Student should login to SOAR: <http://soar.usm.edu>



SOAR |  THE UNIVERSITY OF SOUTHERN MISSISSIPPI

User ID
W801870

Password
●●●●●●●●

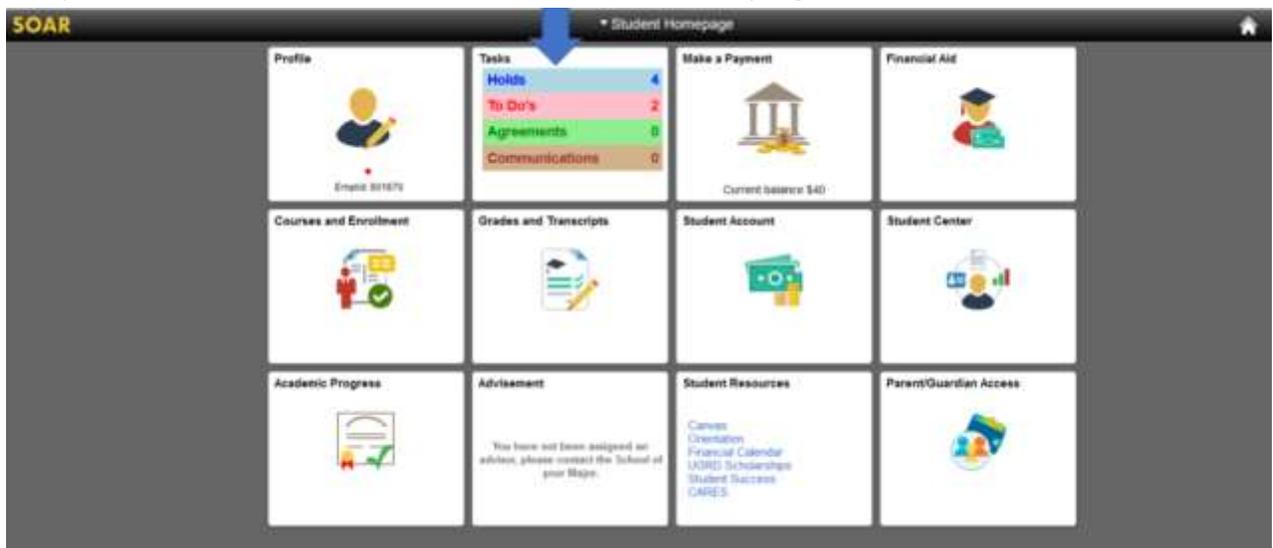
[Password Help \(CampusID\)](#)

Sign In

If you experience errors after logging in, clear your browser cache and try again.

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Step 2: Click on Tasks Tile on Student Homepage



SOAR Student Homepage

Profile  Enroll 911676	Tasks Holds 4 To Do's 2 Agreements 0 Communications 0	Make a Payment  Current balance \$40	Financial Aid 
Courses and Enrollment 	Grades and Transcripts 	Student Account 	Student Center 
Academic Progress 	Advisement You have not been assigned an advisor, please contact the School of your Major.	Student Resources Careers Orientation Financial Calendar SAARD Scholarships Student Success GAPES	Parent/Guardian Access 

Step 3: Click on the Dependent Verification To-do Item.

Tasks

To Do List

Task	Due Date	Status
20-21 Dependent Verification	11/01/2020	Initiated
Parent 2018 IRS Tax Transcript	11/01/2020	Initiated
Student 2018 IRS Tax Transcript	11/01/2020	Initiated

Step 4: Click on the link in the description: [Online Verification Worksheet](#)

Task Details

20-21 Dependent Verification

Aid Year: Fall 20, Spring 21, Summer 21
Status: Initiated
Status Date: 06/30/2020
Contact: Financial Aid Office
Email: financialaid@usm.edu
Due Date: 06/13/2020

Please submit an Online 2020-2021 Dependent Verification Worksheet. Access the Dependent Verification Worksheet at the following link: [Online Verification Worksheet](#)

Step 5: Student should grant Parent/Guardian Access

Step 1: Student and Family

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before determining Federal Student Aid eligibility, we MUST ask you to confirm the information you your parents reported on your FAFSA. To verify that you provided correct information, a Financial Aid Administrator at Southern Miss will compare your FAFSA with the information on this worksheet and with other required documents. If there differences, your FAFSA information may need to be corrected.

Please read directions carefully. You must complete, sign, and submit all required documents to the Office of Financial Aid by the published deadline. The Office of Financial Aid may ask for additional information. If you have questions concer the verification process, please contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

NOTE:
Your Online Verification Worksheet can be signed by both the student and the parent. We are not finding parent access granted in our system.

If your parent wishes to sign your Online Verification Worksheet electronically, you will need to grant them access. If you choose not to grant access you will need to print the worksheet for your parent to sign and email to financialaid@usm.edu.

To set up Parent Access to sign electronically, select the button below labeled "Parent/Guardian Access":

Student Information

Student Name	Seymour Eagle
Student ID	801870
Address Line 1	1910 Southern Miss
Address Line 2	
Address Line 3	

Step 6: Setup Parent/Guardian Access

Step 7: Finish Granting Parent Guardian Access to Parent Listed on FAFSA

Student Authorization

Based on the Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, a student's educational and financial records are private and confidential between the educational institution and the student. Your academic and financial records may only be released with your consent to any third party, including a family member.

By creating an Authorized User account, you are granting a third party access to the following academic and financial records:

- View academic class schedule
- View academic record
- View grades
- View admission status
- View financial aid
- View and make payments on student account
- View biographical information
- View general academic information

You have the right to remove this access at any time.

You have the primary responsibility as the student to maintain and communicate the important information to your desired third party.

Authorized Users Name:

Email Address:

Confirm Email Address:

Username:

Password:

Confirm Password:

By selecting the box below, I grant The University of Southern Mississippi permission to share the academic and financial records with the Authorized User indicated above. Note: If you do not wish to grant complete academic and financial access, please click CANCEL to return to the main menu. Please select the Accept Authorization box and click the ADD button if you want to complete this authorization.

Accept Authorization

Step 8: Complete Online Verification Form (navigate through to-do list)

Step 9: Answer Student Tax Questions

Step 2: Student Taxes

Step 1: Student and Family

Step 2: Student Taxes

Final Review

Income Tax Information

Did you or your spouse, if married, file taxes for tax year 2018?

Yes (Continue to next question)

No

TAX RETURN FILERS - Important Note: If you (or your spouse, if married) file, or will file, an amended 2018 IRS tax return, you must submit the 2018 IRS tax return transcript and the signed 1040X which includes the reason for the amendment. Select the button that applies:

I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2018 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Your school will use the IRS information that was transferred in the verification process.

I, the student (and/or the student's spouse, if married), did not use the IRS Data Retrieval Tool in FAFSA on the Web, and the student (and/or the student's spouse, if married) will submit to the school a **2018 IRS tax return transcript** - not a photocopy of the income tax return.

To obtain an IRS tax return transcript, go to [Internal Revenue Service](#) and click on the "Get my Tax Record" link or call 1-800-908-9946. For new users, you may need to request a copy via the "Get my Tax Record" link. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2018 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

[Continue -->](#)

Step 10: Answer Parent Tax Questions

Step 3: Parent Taxes

Step 1: Student and Family

Step 2: Student Taxes

Step 3: Parent Taxes

Final Review

Parent Income Tax Information

Did you or your spouse, if married, file taxes for 2018?

Yes

No

TAX RETURN FILERS - Important Note: If you (or your spouse, if married) file, or will file, an amended 2018 IRS tax return, you must submit the 2018 IRS tax return transcript and the signed 1040X which includes the reason for the amendment. Select the button that applies:

I, the parent, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2018 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Your school will use the IRS information that was transferred in the verification process.

I, the parent (and/or the parent's spouse, if married), did not use the IRS Data Retrieval Tool in FAFSA on the Web, and the parent (and/or the parent's spouse, if married) will submit to the school a **2018 IRS tax return transcript** - not a photocopy of the income tax return. To obtain an IRS tax return transcript, go to [Internal Revenue Service](#) and click on the "Get my Tax Record" link or call 1-800-908-9946. For new users, you may need to request a copy via the "Get my Tax Record" link. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2018 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

[Continue -->](#)

Step 11: Review Worksheet Summary

Final Review

Step 1: Student and Family

Step 2: Student Taxes

Step 3: Parent Taxes

Final Review

Student Family Information

Name	Age	Date of Birth	Relationship to Student	College	Enrolled at least half
Capin, Seymour	28	08/19/1990	Wife	USD	Yes
Capin, Patrick	41	08/10/1980	Other	USD	No

Student Taxes

Filed Taxes: Yes No %

IRS Data Retrieval: Yes No

Student Employment

Employed: Yes No %

Student Employers

Employer Name	Amount
Truman Bakery	1882.00
HD Car Wash	492.00

Parent Taxes

Filed Taxes: Yes No %

IRS Data Retrieval: Yes No

Parent Employment

Employed: Yes No %

Parent Employers

Employer Name	Amount

[Print Verification Worksheet](#) [Save and Continue to Signature Page](#)

Step 12: Student Signature (Download PDF Prior to Signing if Needed)

Student Signature

Student Name: **Spencer Egge**
Student ID: **201870**

Please read carefully
By signing this page, I certify that all the information reported is complete and correct. By clicking save below, you are agreeing that all the information entered on this form is accurate. Once this form is saved, you will not be able to make changes online. Changes after online submission must be completed through the Office of Financial Aid using a paper form.
Your online verification worksheet cannot be completed or reviewed by a Financial Aid Counselor until you submit all required signatures on the worksheet. You can print the verification worksheet to sign and email it to financial.aid@usm.edu.
Before you click Save, please click the "Print Verification Worksheet" button to print and save a copy to your computer.

Do you certify that all information is correct? Yes No
Certification Date: **09/06/2020**

Step 13: Login to Parent Portal

SOAR | THE UNIVERSITY OF SOUTHERN MISSISSIPPI

User ID:

Password:

[Password Help \(CamouflaID\)](#)

If you experience errors after logging in, clear your browser cache and try again.

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Step 14: Navigate to Student Center and To-Do List

Spencer's Student Center

Academics
Search, Drop, Schedule Generator. *You are not enrolled in classes.*

Finance
By Account, Account Status, Financial Aid, View Financial Aid. Currency used is US Dollar. [View Invoices](#) [Make a Payment](#)

Personal Information
Contact Information: Home: 1810 Southern Miss, Hattiesburg, MS 39406-0001, Fone: 601-288-4357, Mail: 3910 Golden Eagle, Hattiesburg, MS 39406-0001, Fone: US8 Campus News.

Search for Classes

Holds
On Hold Release Transcript, Calculate Agency Hold, Block Next Term Enrollment, Block Current Term Enrollment. [Details](#)

To Do List
20-21 Dependent Verification, Parent 2018-IRS Tax Transcript. [Work](#)

Enrollment Dates
Open Enrollment Dates. [Message](#)

Advisors
Advisors & Mentors, Home Advisor. [Message](#)

Message
Not Authorized (96.1)
The user is not authorized.

Step 15: Click on the link in the description: [Online Verification Worksheet](#)

To Do Details

To Do List

To Do Item Detail

Seymour Eagle

20-21 Dependent Verification

Aid Year 2021

Contact

Institution: Univ of Southern Mississippi
Admin Function:
Due Date: 11/01/2020
Contact: Financial Aid Office
financial.aid@usm.edu

20-21 Dependent Verification

Please submit an Online 2020-2021 Dependent Verification Worksheet. Access the Dependent Verification Worksheet at the following link: [Online Verification Worksheet](#)

[Return](#)

Step 16: Click on Go To Signature Page

Step 1: Student and Family

Your Online Verification Worksheet has already been signed by one of the parties, the student or the parent. Changes are not allowed after at least one signature is acquired. Please go to signature page to complete this verification requirement. Changes after online submission must be completed through the Office of Financial Aid with questions.

Hattiesburg Office:
Phone: 601.256.4774
Email: financial.aid@usm.edu

Signatures Already Completed:
This worksheet has already been signed by Seymour Eagle

[Go To Signature Page](#)

Step 17: Parent Signature

Parent Signature

Student Name: Seymour Eagle
Student ID: 901879

Parents' SSN Last 4 Digits:

Parents' Last Name:

Please read carefully:
By signing this page, I certify that all the information reported is complete and correct. By clicking save below, you are agreeing that all the information entered on this form is accurate. Once this form is saved, you will not be able to make changes online. Changes after online submission must be completed through the Office of Financial Aid with questions.

Your online verification worksheet cannot be completed or reviewed by a Financial Aid Counselor until you submit all required signatures on the worksheet. You can print the verification worksheet to sign and email it to financial.aid@usm.edu

Before you click Save, please click the "Print Verification Worksheet" button to print and save a copy to your computer.

I Certify that all information is correct Yes

Verification Date: 10/06/2020

[Print Verification Worksheet](#) [Save](#)

NOTE: Parents' SSN Last 4 Digits and Parents' Last Name must match one of the parents on the FAFSA.

Step 18: Navigate back to Student's To-Do List

Seymour's Student Center

Academics

Search
Drop
Schedule Generator

You are not enrolled in classes.

Search for Classes

Holdings

Do Not Release Transcript
Outstanding Agency Hold
Block Next Term Enrollment
Block Current Term Enrollment

[Details](#)

To Do List

20-21 Dependent Verification
Parent 2018 IRS Tax Transcript

[Work](#)

Enrollment Dates

Open Enrollment Dates

Message

Not Authorized (96,7)

The user is not authorized

[OK](#)

Financial Aid

By Account
Account Balance
Financial Aid
View Financial Aid

Account Summary
You owe 48.96 For details, click HERE

Currency used is US Dollar

View Invoices
Make a Payment

Personal Information

Contact Information

Home: 1910 Southern Mile
Hattiesburg, MS 39406-0001
Phone: 601.256.4337

Mail: 1910 Golden Eagles
Hattiesburg, MS 39406-0001
Phone: USM Campus
Toll:

Advisors & Mentors
None Assigned

Step 19: Upload Needed Documents to Complete the Process in SOAR



Step 20: Find Document Saved on your Device



Step 21: Click Upload and Wait for Green Upload Complete Bar



Step 22: Click Save Files You Uploaded



Step 23: Repeat Steps 18-22 for Additional Needed Documents

Step 24: Monitor the Student's SOAR Account and USM Email for Updates or Additional Documentation Requested