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

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.

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.

**Parents of dependent students must also have a separate user ID and password to sign documents.

If you do not have access to the internet, contact KHEAA for documents required.

KHEAA
P.O. BOX 4905 (This is MSU's specific P.O. BOX)
FRANKFORT, KY 40602

PHONE: 855-272-8771   FAX & E-FAX: 502-696-7230
EMAIL: verification@kheaa.com

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

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 FAFSA Data Retrieval
- 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

Non-Tax Filers

- Income earned from work
- Number of Household Members

- Number in College

*****   Students must complete the verification process by the last day of class of the attending semester before aid is awarded or disbursed. ******

Opportunity afforded