

.04 Verifying Increases - Standard Reporting

Request verification no later than the close of business on the work day after the date the change is received. The request notice must include all of the following:

- The required verification
- The date the verification is due
- What will happen when the participant fails to provide the verification

To be considered timely, the information must be provided within ten calendar days of the request. When the information due date falls on a weekend or holiday, extend the due date to the following work day.

NOTE When information is not provided by the close of business on the information due date, see [Changes Not Verified](#).