

## **Federal Register Posting and Dear Colleague Letter – Key Points**

### *General Intro Text*

eZ-Audit is a new, web-based, **single point of submission for financial statements and compliance audits to the Department of Education**. A designee from each school will sign on to eZ-Audit, enter summary audit and financial data into a web form, attach a non-editable electronic copy of the financial statement and compliance audit in pdf format (using Adobe Acrobat), and hit the submit button on the web form. This electronic submission process, which will “go live” on April 1, 2003, will make the reporting process much easier for schools, allow schools to check the status of their reports, and help the Department of Education better service schools’ needs.

### *Critical Facts*

- The Department of Education strongly encourages all schools to submit their financial statements and compliances audits electronically beginning April 1, 2003 when the eZ-Audit system goes live.
- All submissions of financial statements and compliance audits made on or after June 1, 2003 must be submitted electronically through eZ-Audit. Following June 1, 2003, the Department of Education will no longer accept paper copies of financial statements and compliance audits unless the submissions are from fiscal year 1999 or prior.
- If schools submit their financial statements and compliance audits in paper form after the mandatory “cut off” date of June 1, 2003, they will be required to resubmit electronically.
- The Department of Education no longer requires paper copies of financial statements and compliance audits. Please note that OMB still requires paper submissions of A-133 (public and non-profit institutions) reports to the Federal Audit Clearinghouse.
- In order to use eZ-Audit, schools must ensure that they have an internet browser – either Netscape 4.76 or higher or Internet Explorer 5.0 or higher and have access to Adobe Acrobat.
- Each school will select an eZ-Audit Institution Administrator who is responsible for managing the school’s access to eZ-Audit. Once the eZ-Audit Institution Administrator has registered his/her school with the Department of Education, he/she can then set up data entry users as needed.
- To register with eZ-Audit, all schools must submit specific information on official school letterhead with the signatures of the school’s Financial Aid Administrator and selected eZ-Audit Institution Administrator. The registration information required includes the following:

***DRAFT – as of March 11, 2003***

1. First and Last Name of Financial Aid Administrator
2. First and Last Name of eZ-Audit Institution Administrator
3. e-mail address of eZ-Audit Institution Administrator
4. Phone number and extension (if necessary) of eZ-Audit Institution Administrator
5. Fax Number
6. OPE ID
7. Fiscal Year End Date

This registration information will be used for the purpose of eZ-Audit registration only.  
[insert appropriate privacy act disclaimer as necessary]

- Please mail registration information on official school letterhead to:  
The United States Department of Education  
Federal Student Aid  
Attention: Ti Baker  
830 First Street, Northeast  
Room 74G2  
Washington, DC 20202
- The Department of Education will provide schools with a User Reference Manual (posted to IFAP) to assist in the transition to eZ-Audit. This manual will be available as of the system launch date of April 1, 2003.
- Questions or Concerns – call the eZ-Audit hotlines at 877-263-0780 or send an email to [fsaezaudit@ed.gov](mailto:fsaezaudit@ed.gov)
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