

2019-2020

Verification Worksheet

Dependent Student – Tracking Group V5

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information.

If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Section-A: Dependent Student's Information

Student's Last Name	First Name	MI	Date of Birth	Student's SSN or School ID#
Student's Street Address (include Apt. #)			City	State
Student's Phone #		Student's Cell/Alternative #		Student's Email

Section-B: Household and College Information

Number in Household: List below the people in the Parent' Household whom they support financially more than 50% through July 1, 2019 and June 30, 2020. Include:

- The student
- The parents (including a stepparent) **EVEN IF THE STUDENT NO LONGER LIVES WITH PARENT**
- The parents' other children
- Other people if they now live with the parents and are receiving their financial support
- Do NOT include Foster children

Number in College: Please include the name of the college or university in the space below for any household member, **excluding the parent(s)**, who is, or will be, enrolled **at least half time** in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019 and June 30, 2020.

First and Last name	Age	Relationship to Student	COLLEGE/UNIVERSITY If attending at least half-time (DO NOT INCLUDE SCHOOL FOR PARENTS)
1.		Self/Student	
2.			
3.			
4.			
5.			
6.			
7.			

Section-C: Student Tax Forms and Income Information



To obtain a **Tax Return Transcript** OR a **Verification of Non-Filer letter** from the IRS

Visit: www.IRS.GOV/Individuals/Get-Transcript

Check only ONE BOX below		Must Submit the Following
<input type="checkbox"/>	Student has used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income. <i>[FAA: ISIR has 02 IRS DRT code]</i>	Nothing Required
<input type="checkbox"/>	Student did NOT use the IRS DRT and filed a 2017 IRS Tax Return.	2017 IRS Tax Return Transcript
<input type="checkbox"/>	Student corrected 2017 U.S. Income Tax Return using an Amended Return (Form 1040X). <i>[FAA: ISIR has 07 IRS DRT code]</i>	<ul style="list-style-type: none"> ▪ Original Tax Return Transcript ▪ Signed/dated 1040X OR an IRS Record of Account Transcript
<input type="checkbox"/>	Student was NOT Employed and had NO INCOME earned from work in 2017.	Nothing Required
<input type="checkbox"/>	Student worked but was NOT REQUIRED to file and <u>will not file</u> a 2017 U.S. Tax Return.	<ul style="list-style-type: none"> ▪ Complete <u>Section-C1</u> below ▪ Provide all copies of 2017 W-2 Forms OR IRS Wage and Income Transcript
<input type="checkbox"/>	Student worked in a foreign country and filed a foreign tax return in 2017.	Provide copy of Foreign Tax Transcript from relevant tax authority and translate all income pieces into U.S. Dollars
<input type="checkbox"/>	Student lived in a foreign country in 2017 and did NOT work and earned NO INCOME in 2017.	Provide a comparable IRS Verification of Non-Filer letter from foreign countries tax authority

Section-C1 – ONLY COMPLETE IF: Student did NOT file a Tax Return and Earned Income in 2017

***Copies of all 2017 W-2 Forms are REQUIRED OR a copy of student’s 2017 Wage and Income Transcript**

Employer Name as it reads on W-2 Form	2017 Amount Earned

*Obtain a “Wage and Income Transcript” from www.IRS.GOV/Individuals/Get-Transcript

Section-D: Parent Tax Forms and Income Information



To obtain a **Tax Return Transcript** OR a **Verification of Non-Filer letter** from the IRS

Visit: www.IRS.GOV/Individuals/Get-Transcript

Check only ONE BOX below		Must Submit the Following
<input type="checkbox"/>	Parent has used the IRS DRT in FAFSA on the Web to transfer 2017 IRS income. <i>[FAA: ISIR has 02 IRS DRT code]</i>	Nothing Required
<input type="checkbox"/>	Parent did NOT use the IRS DRT and filed a 2017 IRS Tax Return	2017 IRS Tax Return Transcript
<input type="checkbox"/>	Parent corrected 2017 U.S. Income Tax Return using an Amended Return (Form 1040X) <i>[FAA: ISIR has 07 IRS DRT code]</i>	<ul style="list-style-type: none"> ▪ Original Tax Return Transcript ▪ Signed/dated 1040X OR an IRS Record of Account Transcript
<input type="checkbox"/>	Parent was NOT Employed and had NO INCOME earned from work in 2017	<ul style="list-style-type: none"> ▪ 2017 IRS Verification of Non-Filer Letter ▪ Low Income Form
<input type="checkbox"/>	Parent worked but was NOT REQUIRED to file and <u>will not file</u> a 2017 U.S. Tax Return	<ul style="list-style-type: none"> ▪ Complete Section-D1 below ▪ Provide all copies of 2017 W-2 Forms OR IRS Wage and Income Transcript ▪ Low Income Form
<input type="checkbox"/>	Parent worked in a foreign country and filed a foreign tax return in 2017	Provide copy of Foreign Tax Transcript from relevant tax authority and translate all income pieces into U.S. Dollars
<input type="checkbox"/>	Parent lived in a foreign country in 2017 and did NOT work and earned NO INCOME in 2017	<ul style="list-style-type: none"> ▪ Provide a comparable IRS Verification of Non-Filer letter from foreign countries tax authority ▪ Low Income Form

Section-D1 - ONLY COMPLETE IF: Parent did NOT file a Tax Return and Earned Income in 2017

*Copies of all **2017 W-2 Forms** are REQUIRED OR a copy of Parent's **2017 Wage and Income Transcript**

Employer Name as it reads on W-2 Form	2017 Amount Earned

*Obtain a "Wage and Income Transcript" from www.IRS.GOV/Individuals/Get-Transcript

Section-E: High School Completion Status:

Provide one of the following documents that will indicate the student's high school completion status when the student begins college in 2019-2020:

Check only ONE BOX below	
<input type="checkbox"/>	A copy of the Student's High School Diploma .
<input type="checkbox"/>	A copy of the student's final official high school transcript that shows the date when the diploma was awarded .
<input type="checkbox"/>	A state certificate or transcript received by a student after the student passed a state-authorized examination (GED test, HiSET, TASC, or other state-authorized examination) that the state recognizes as the equivalent of a high school diploma.
<input type="checkbox"/>	For students who completed secondary education in a foreign country, a copy of the " secondary school leaving certificate " or other similar document, a translation in English of foreign completion certificate, and an evaluation that the education is equal to a U.S. high school education.
<input type="checkbox"/>	An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
<input type="checkbox"/>	For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential .
<input type="checkbox"/>	For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting .

A student who is unable to obtain the documentation listed above must contact the financial aid office.

Section-F: Identity and Statement of Educational Purpose

The student must appear in person at _____
 (Name of Postsecondary Education Institution)

to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the office at the institution authorized to collect the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below. ***If you cannot appear in person to sign this Statement of Educational Purpose, you will need to provide a copy of your government issued ID and this Statement of Educational Purpose notarized by a public notary.***

Statement of Education Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the
(Printed Student's Name)

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

_____ for 2019-2020.
(Name of Postsecondary Educational Institution)

Student's Signature	Date	Financial Aid Administrator's Signature	Date
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Notary's Certificate of Knowledge

State of _____ City/County of _____ on _____

Before me, _____ Personally appeared _____
(Notary's Name) **(Printed Name of Signer)**

And proved to me on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)

To be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Notary Signature) **(Date Commission Expires)**

(SEAL)

Section-G: Certification and Signatures

****WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.****

We Certify that all of the information reported on this form is complete and correct.
(The student and parent must sign and date this worksheet).

(Student Signature) *(Date)*

(Parent Signature) *(Date)*

*Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.*