



STUDENT AFFAIRS – FINANCIAL AID
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Verification Worksheet Checklist
V5 – Dependent 2019 – 2020

Student Name: _____ Banner ID: _____

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." **Verification must be completed before your financial aid can be finalized and before any federal aid may be awarded.** If there are differences, your FAFSA information may need to be corrected. Please complete **ALL** sections of this worksheet, attach requested documentation, sign and return to the Financial Aid Office. **Verification cannot be completed until all requested documents are received and reviewed.**

HOUSEHOLD INFORMATION

List the names, ages and relationship to the student for all persons in your household including:

- The student.
- Student’s parents - including a stepparent, if married (even if you don’t live with them).
- Your parents’ other dependent children if they would be required to provide parental information on their 2019-2020 FAFSA.
- Other people in the home, if your parents provide more than half of their support and will provide more than half of their support from July 1, 2019 through June 30, 2020. **(additional documentation may be requested)**

Also, write the name of the college for any household member who will be enrolled in a degree or certificate program at least half-time between July 1, 2019 and June 30, 2020. (If you need more space attach a separate page.)

Full Name	Age	Relationship to Student	College	Will be Enrolled at Least Half Time (Yes or No)
		Self		

STUDENT TAX AND INCOME INFORMATION

Did you file a Federal Income Tax Return for 2017? (Circle one)	Yes	No
Were you required to file a Federal Income Tax Return for 2017? (Circle one)	Yes	No

1. **If you answered YES, you did file**, check the box that applies:
- I **have used** the IRS Data Retrieval Tool to transfer my 2017 IRS income information into my FAFSA.
 - I will submit my **2017 IRS tax return transcript(s)**: You can obtain a free federal tax transcript by going to the IRS website at www.irs.gov/Individuals/Get-Transcript or call the IRS transcript request line at 1-800-908-9946.
2. **If you answered NO**, but worked in 2017, attach a copy of your 2017 W-2s.
- A Verification of Non-Filing from the IRS. This can be requested at <https://www.irs.gov/individuals/get-transcript> using the "Get Transcript by Mail" option, or by using IRS form 4506-T, selecting option 7.

Income Source	2017 Amount

PARENT TAX AND INCOME INFORMATION

Did your parent file a Federal Income Tax Return for 2017? (Circle one)	Yes	No
Was your parent required to file a Federal Income Tax Return for 2017? (Circle one)	Yes	No

3. **If you answered YES, they did file** check the box that applies:
- They **have used** the IRS Data Retrieval Tool to transfer my 2017 IRS income information into my FAFSA.
 - I will submit my parent(s) **2017 IRS tax return transcript(s)**: You can obtain a free federal tax transcript by going to the IRS website at www.irs.gov/Individuals/Get-Transcript or call the IRS transcript request line at 1-800-908-9946.
4. **If you answered NO**, but they worked in 2017, attach a copy of your Parent(s) 2017 W-2s.
- A Verification of Non-Filing from the IRS. This can be requested at <https://www.irs.gov/individuals/get-transcript> using the "Get Transcript by Mail" option, or by using IRS form 4506-T, selecting option 7.

Income Source	2017 Amount

Verification of 2017 Income Information for Individuals with Unusual Circumstances Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2017, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2017;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2017;
- Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2017 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2017 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

High School Completion Status

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

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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.

Verification Worksheet Checklist
Identity and Statement of Educational Purpose
(To be signed at the Institution)

The student must appear in person at _____ to
(Name of Postsecondary Educational Institution)
verify his or her identity by presenting an unexpired 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 official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose
(To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at _____
(Name of Postsecondary Educational Institution)
to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

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

Verificación de Identidad y Declaración de Propósito Educativo **(Para ser firmadas en la institución)**

El estudiante debe comparecer en persona en _____ para
(Nombre de la institución educativa postsecundaria)
verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

Verificación de Identidad y Declaración de Propósito Educativo **(Para ser firmadas en presencia de un notario)**

Si el estudiante no es capaz de comparecer en persona en _____
(Nombre de la institución educativa postsecundaria)
para verificar su identidad, el mismo debe proporcionar a la institución:

- (a) una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y
- (b) la Declaración de Propósito Educativo original proporcionada a continuación debe ser notarizada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notarizado.

Declaración de Propósito Educativo

Certifico que yo, _____, soy el individuo que firma esta

[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil que yo pueda recibir sólo será utilizada para fines educativos y para pagar el costo de asistir a _____ para 2019–2020.

[Imprimir nombre de institución educativa postsecundaria]

[Firma del estudiante] [Fecha]

[Número de identificación del estudiante]

Notary's Certificate of Acknowledgement

Notary's certification may vary by State

State of _____
City/County of _____
On _____, before me, _____,
(Date) (Notary's name)
personally appeared, _____, and proved to me
(Printed name of signer)
on the basis of satisfactory evidence of identification _____
(Type of unexpired government-issued photo
ID provided)
to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on _____
(Date)

Certificado de Reconocimiento del Notario

La certificación de notario puede variar según el estado

Estado de _____
Ciudad / Condado de _____
El _____, delante de mí, _____,
(Fecha) (Nombre del notario)
apareció personalmente, _____, y me lo demostró
(Nombre impreso del firmante)
sobre la base de pruebas satisfactorias de identificación _____
(Tipo de identificación con foto emitida por el
gobierno provista)
ser la persona nombrada anteriormente que firmó el instrumento anterior.

Atestigua mi firma y sello oficial

(sello)

(Firma del notario)

Mi comisión vence el _____
(Fecha)

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date