



2019-2020 Independent Student Verification Worksheet

If your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification, the law states that before awarding Title IV Federal Student Aid, you are required to confirm the information you reported. The Financial Aid Office will compare your FAFSA with the information on this worksheet along with any other documents you are required to submit. You must complete and sign this worksheet, attach any required documents and submit them to the Financial Aid Office as soon as possible so that your aid will not be delayed. Please review the 2019-2020 Verification Policy and contact the Financial Aid Office if you have any questions.

A. Independent Student's Information

_____	_____	_____	_____
Last Name	First Name	M.I.	Student ID Number or Last Four Digits of SSN
_____			_____
Your Street Address (include apt. no.)			Date of Birth
_____	_____	_____	_____
City	State	Zip Code	Email Address
_____			_____
Home Phone Number (include area code)			Alternate or Cell Phone Number

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide *more than half of their support* from July 1, 2019, through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you *and* you provide *more than half of their support* and will continue to provide more than half of their support through June 30, 2020.

Include the name of the college for any household member who will be enrolled *at least half time*, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019, and June 30, 2020. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

Full Name	Age	Relationship to student	Name of College the person will attend between 07/01/19-06/30/20	Will be Enrolled at Least Half-Time
Marty Jones(example)	28	Wife	Central University	Yes
		Self	Graduate Theological Union	yes

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in an eligible postsecondary educational institutions is inaccurate.

C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS

If you are required to file a 2017 IRS tax return and did not use the IRS Data Retrieval Tool, you must submit **2017 tax return transcripts** for yourself and your spouse, if married. By federal law, we cannot accept a copy of the tax return.

- I have used the IRS DRT in the FAFSA on the Web to transfer 2017 IRS income tax return information into my FAFSA.
- I have not used the IRS DRT in the FAFSA on the Web, but will use the tool to transfer 2017 IRS tax return information into my FAFSA.

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

- I am unable or choose not to use the IRS DRT in FAFSA on the Web and will provide a copy of the 2017 IRS Tax Return Transcript(s).

If you are unable to use the IRS DRT, tax return transcripts can be printed or saved to your computer directly from the IRS website. Go to <http://www.irs.gov/individuals/Get-Transcript> to set up an account and access your tax return transcript.

- Check here if IRS tax return transcript(s) is attached.
- Check here if a 2017 IRS tax return transcript(s) will be submitted later. *Verification cannot be completed and any financial aid awarded will remain conditional until the IRS tax return transcript has been submitted to the Financial Aid Office.*

2017 Amended Tax Return

If you, and if married, your spouse, filed or will file an amended 2017 IRS tax return, please submit a *signed* copy of your 1040x and a copy of your 2017 IRS Records of Account Transcript(s).

2017 Tax Extension

If you have been granted a filing extension by the IRS, you must submit 2017 IRS Form 4868, all W-2s, a copy of the IRS's approval of an extension beyond the automatic six month extension, if applicable and confirmation of non-filing from the IRS dated on or after October 1, 2018. Self-employed individuals must also send a signed statement with amount of Adjusted Gross Income and US income tax paid for 2017. ***If aid is awarded and disbursed based on tax extension data submitted, actual tax transcripts or submission of IRS Data Retrieval must be supplied to the Financial Aid Office by December 1, 2019 to avoid potential requirement to return funds that have been released.***

2017 Separate Tax Returns

If you and your spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each.

- Check here if IRS 2017 tax return transcripts are attached.
- Check here if 2017 IRS tax return transcript(s) will be submitted later. *Verification cannot be completed and any financial aid awarded will remain conditional until the IRS tax return transcript has been submitted to the Financial Aid Office.*

Non-IRS Income Tax Returns

- If you filed an income tax return with Guam, the Commonwealth of Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands you may provide a signed copy of your income tax return that was filed with the relevant tax authority. If the Financial Aid Office has reason to question the accuracy of the information on the signed copy of the income tax return, you must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed;
- If you filed an income tax return with the tax authority for American Samoa you must provide a copy of your tax account information; or,
- If you filed an income tax return with tax authorities not mentioned above, such as a foreign tax authority, and you are unable to obtain the tax account information free of charge, you must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of your income tax return that was filed with the relevant tax authority.

TAX RETURN NON-FILERS

Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2017 income tax return with the IRS. **Note:** You will be required to provide documentation from the IRS or other relevant tax authority dated *on or after* October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

- I (and, if married, my spouse) was not employed and had no income earned from work in 2017.
- I (and/or the student's spouse if married) was employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Student ID number at the top.*

Name of Employer(s)	Student 2017 Income Earned	Spouse 2017 Income Earned	IRS W-2 or Equivalent Document Provided?
<i>Suzy's Auto Body Shop (example)</i>		\$2,000.00	Yes
	\$	\$	
	\$	\$	
	\$	\$	

D. Untaxed Income

Report untaxed income received by you, and if married, your spouse for Calendar Year 2017 (January 1, 2017 – December 31, 2017). Read each line and provide annual amounts from 2017. *All questions in this section must be answered and will be considered incomplete if items are left blank.*

Report annual amounts from 2017. Enter \$0 if not applicable	Student	Spouse
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S.	\$	\$
Child support received . (Do not include foster care or adoption payments)	\$	\$
Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value benefits)	\$	\$
Veteran's non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$	\$
Other untaxed income such as workers' compensation, disability, health savings accounts, first time homebuyer tax credit, etc. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$	\$
Money received or paid on your behalf (e.g. bills), not reported elsewhere on this form or your federal income tax return. Enter the amount of any cash support you received from a friend or relative. Cash support includes payments made on your behalf. For instance, if a person or party not listed in Section B of this form pays your rent or utility bill that you would otherwise be obligated to pay yourself, you must report those payments here.	\$	\$

E. Asset Information

Report value of the items below as of the <u>date you filed the FAFSA</u> (Indicated zero where appropriate; do not leave any item blank.	Student	Spouse
Cash, savings and checking accounts (as of the date you filed the FAFSA). Provide exact figures only; do not round.	\$	\$
Net worth of your investments, including real estate. Do not include your primary residence or the value of bona fide retirement accounts. Provide exact figures only; do not round.	\$	\$
Net worth of your current business and/or investment farms. Do not include a farm that you live on and operate. Provide exact figures only; do not round.	\$	\$

F. High School Completion Status

Provide one of the following documents that indicate your high school completion status when you will begin college in 2019-2020:

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A copy of your General Education Development (GED) certificate or GED transcript.
- An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
- If state law requires a homeschooled 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 is required.
- If state law does not require a homeschooled 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 your parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.
- A copy of the "secondary school leaving certificate" (or other similar documentation) if you completed secondary education in a foreign country and are unable to obtain a copy of your high school diploma or transcript.

If you are unable to obtain the documentation listed above you must contact the financial aid office.

G. Identity and Statement of Educational Purpose

You must appear at the Financial Aid Office to verify your 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 Financial Aid Office will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID. ***If you cannot appear in person to submit this worksheet, you will need to mail a copy of your valid government- issued photo ID with this worksheet notarized by a public notary.***

You must sign, in the presence of the institutional official, the following:

Identity and Statement of Educational Purpose (*To be signed at the Institution*)

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the Federal student
Print Student's Name
financial assistance I may receive will only be used for educational purposes and to pay the cost of attending _____ for the 2019-2020.
Name of Postsecondary Educational Institution

Student's Signature _____ Date _____

Identity and Statement of Educational Purpose (*If you are unable to appear in person*)

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the federal student
Print Student's Name
financial assistance I may receive will only be used for educational purposes and to pay the cost of attending _____ for the 2019-2020.
Name of Postsecondary Educational Institution

Student's Signature _____ Date _____

Notary's Certificate of Acknowledgement (*If you are unable to appear in person*)

State of _____ City/County of _____ on _____, _____
Date

before me, _____, personally appeared, _____
Notary's name Printed name of student

and proved to me on the basis of satisfactory evidence of identification _____ signed
Type of valid unexpired government-issued photo ID provided
the foregoing instrument.

WITNESS my hand and official seal _____
Notary signature Date commission expires

SEAL

H. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or on any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the US Criminal Code and 20 U.S.C. 1097.

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date