

2018-2019 Verification Worksheet Independent Student – V5

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for a 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 spouse (if married) 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office 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.

A. Independent Student’s Information:

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s SSN Number
Student’s Mailing Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s 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, 2018 through June 30, 2019, or if the children would be required to provide your information if they were completing a FAFSA for 2018-2019. 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, 2019.

Include the name of the college for any household member, excluding parent(s), 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, 2018 and June 30, 2019. *If more space is needed, please attach a separate page with the student’s name and social security number at the top.*

Full Name	Age	Relationship	College	Will be enrolled at least half-time
<i>Missy Jones (example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Student Name: _____ Student SSN: _____

C. Independent Student’s Income Information to Be Verified:

1. Tax Return Filers

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the student and spouse filed or will file a 2016 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of *FAFSA on the Web* at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016**

IRS Tax Return Transcript(s).

A **2016 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail -- Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE -- Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request – 1--800--908--9946
- Paper Request Form – Use the links to download IRS Form **4506T--EZ** or IRS Form **4506--T**

When requesting transcripts, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return).

In most cases, for electronic tax return filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6--8 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each.

- Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

2. Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married.

Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2016.
- The student and/or spouse was employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W--2 form is provided. [Provide copies of all 2016 IRS W--2 forms issued to the student and/or spouse by their employers]. List every employer even if they did not issue an IRS W--2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	2016 Amount Earned	IRS W-2 attached?
ABC Shipping	\$1,280	Yes

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

Documentation includes a verification of nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506--T and checking box 7. An IRS form 4506--T may be downloaded at www.irs.gov

Check the box that applies:

- Check here is a confirmation of nonfiling is provided.
- Check here is a confirmation of nonfiling will be provided later.

Student Name: _____ Student SSN: _____

D. High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet.

Check the box of the document you will attach to this worksheet:

- High school diploma or high school transcript, including graduation date.
- Official documentation from high school counselor stating your graduation date and reason why high school diploma/transcript is unavailable.
- General Education Development (GED) Certificate
- State certificate stating you have passed a State-authorized examination recognized as an equivalent of a high school diploma.
- Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor’s degree.
- If you are a homeschooled student, a transcript or equivalent, signed by your parent or guardian, listing secondary school courses you have completed and documentation that you have successfully completed secondary school education.
- If you are a homeschooled student, a secondary school completion credential provided under State law.
- If you do not have documentation meeting any of the above requirements, seeking an associate degree or its equivalent, and excelled academically in high school, you may provide documentation of the high school stating that you excelled academically in high school and documentation from your current/future postsecondary institution that you have met the formalized, written policies of admitting such students.

E. Documentation of Identity/Statement of Educational Purpose

In order to complete the Verification Process, you will need to appear in person at your postsecondary institution and present your government issued ID (such as a driver’s license, military ID, passport, etc.) and this verification worksheet to an institutionally authorized financial aid administrator. Your financial aid administrator will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date. ***If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.***

Statement of Educational Purpose:

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the
(Print 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 2018-2019.
(Name of Postsecondary Educational Institution)

Student’s Signature and Date

Financial Aid Administrator Signature and 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 provided 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)

Student Name: _____ Student SSN: _____

F. 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.

I certify 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.

Student's Signature

Date

Spouse's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to Dodge City Community College. You should make a copy of this worksheet for your records.