

# 2018–2019 Verification (V5) Worksheet

## Independent Student

Your 2018–2019 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 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 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.

### A. INDEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's E-mail Address
Student's Home Phone Number	Student's Alternate or Cell Phone Number		Student ID Number

### B. INDEPENDENT STUDENT'S FAMILY INFORMATION

**Number of Household Members:** 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 child 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, 2018.

**AND;**

**Number in College:** 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, 2018 and June 30, 2019. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Full Name (all household members)	Age	Relationship	College attending between 07/01/18-06/30/19	Will be Enrolled at Least Half-Time
<i>Marty Jones(example)</i>	28	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Cedar Crest College</i>	

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

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**C. INDEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED**

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2016 IRS tax return, you must contact your financial aid administrator before completing this section.

**Instructions:** Complete this section if you, the student (or your spouse, if married), filed or will file a 2016 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. In most cases, for electronic tax return filers, 2016 IRS income tax return information for the IRS Data Retrieval Tool is available 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 return information is available for the IRS Data Retrieval Tool within 6-8 weeks after the 2016 paper IRS income tax return has been received by the IRS. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

**Check the box that applies:**

- I, the student (or my spouse, if married), have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- I, the student (or my spouse, if married), have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA once I have filed my 2016 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.*
- I, the student (or my spouse, if married), am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2016 IRS tax return transcript(s)** — a photocopy of the income tax return is not acceptable. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2016 IRS tax return was filed. In most cases, for electronic tax return filers, a 2016 IRS Tax Return Transcript may be requested from the IRS 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 Tax Return Transcript may be requested within 6-8 weeks after the 2016 paper IRS income tax return has been received by the IRS. If you are married and you and your spouse filed separate 2016 tax returns, you must submit tax return transcripts for both you and your spouse.*
  - Check here if an IRS tax return transcript(s) is attached to this worksheet.
  - Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your 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, if married, the student's spouse) was not employed and had no income earned from work in 2016.
- The student (and/or the student's spouse, if married) was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 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 SSN at the top. **NOTE: We may require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS.***

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. INDEPENDENT STUDENT'S HIGH SCHOOL COMPLETION STATUS**

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2018–2019:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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.
- 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.
- 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 the student's 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.

**If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.**

**E. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed At The Institution)**

The student must appear in person at \_\_\_\_\_ to verify his or her  
*(Name of Postsecondary Educational Institution)*  
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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

**In addition, the student must sign, in the presence of the institutional official, the following:**

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
*(Print Student's Name)*  
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 2018-2019.  
*(Name of Postsecondary Educational Institution)*

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_  
(Date)

