

2019–2020 Independent Student Verification Worksheet

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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Independent Student’s Information

Student’s Last Name	First Name	M.I.	Student’s Identification (ID) Number
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Student’s Complete Permanent Address	Student’s Phone Number (include area code)
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B. Student’s Family Information

List below the people in the student’s household. Include:

- **The student.**
- **The student’s spouse**, if the student is married.
- **The student’s or spouse’s children if the student or spouse will provide more than half of their support** from July 1, 2019, through June 30, 2020, even if the children do not live with the student.
- **Other people if they now live with the student and the student or spouse provides more than half of their support** and will continue to provide more than half of their support through June 30, 2019.

For any household member who 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, include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</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.

Complete ONLY Section C or Section D – not both

C. Verification of 2017 IRS Income Tax Return Information for Student Tax Filers

Check the box that applies:

- The student ***has used or will use*** the IRS DRT in *FAFSA on the Web* to transfer 2017 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 a **copy of a signed 2017 IRS Tax Form 1040, 1040A, 1040EZ (first two pages)**
- *You have the option to order a Tax Transcript Online or by Mail. To order the Tax Transcript, go to irs.gov and click on “Get My Tax Record.” Choose the option you wish to use. Make sure you request “IRS Tax Return Transcript” not “IRS Tax Account Transcript.” You will need your social security number, date of birth, and the address on file at the IRS. If you order a Transcript Online, you will need additional information, such as a credit card number or mortgage loan account number to be authenticated. You may call the Automated Telephone line to request a transcript at 1-800-908-9946.*

D. Verification of 2017 Income Information for Student Nontax Filers

Check the box that applies:

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer 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	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

E. Identity and Statement of Educational Purpose (To Be Signed With 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:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

F. 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 2019-2020.
(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

G. Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me
(Printed name of signer)

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

(seal)

(Notary signature)

My commission expires on _____
(Date)

Student's Name _____ Student's ID Number _____

H. 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.

Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

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

Print Student's Name

Student's ID Number

Student's Signature (Required)*

Date

Spouse's Signature (Optional)

Date

**In order to electronically sign this page, each individual's name must be typed and the last 4 digits of each Social Security Number must be included.*