



# 2019-2020 V1 Verification Form

The Department of Education has selected your FAFSA for a review process called *verification*. In this process, the financial aid office will be comparing information from your FAFSA with this worksheet and your IRS Data. Federal regulations require colleges to ask for this information before disbursing federal aid. If there are differences between your application and the documents you provide, your FAFSA information will need to be corrected by your Financial Aid Administrator.  
**Please read all instructions carefully before completing this form to avoid delaying your financial aid awards.**

## SECTION A: STUDENT INFORMATION

Last Name	First Name	Student ID Number
Address (include apt. #)		Date of Birth (   )
City	State	Zip
Phone Number (include area code)		

## SECTION B: FAMILY INFORMATION

List the people in your household. Use a separate sheet of paper if there are more than 6 people in your household.

**IF YOU ARE A DEPENDENT STUDENT, INCLUDE:**

- ✓ Yourself (even if you are not currently living with your parents).
- ✓ Your parent(s), including stepparent.
- ✓ Your parents' other children, **IF** your parents will provide more than half of their financial support from 07/01/19 through 06/30/20 (even if they are not currently living with your parents).
- ✓ Other dependents, **IF** they now live with your parents and your parents will provide more than half of their financial support from 07/01/19 through 06/30/20.

**IF YOU ARE AN INDEPENDENT STUDENT, INCLUDE:**

- ✓ Yourself.
- ✓ Your spouse, if married.
- ✓ Your children, **IF** you will provide more than half of their financial support from 07/01/19 through 06/30/20.
- ✓ Other dependents, **IF** they now live with you and you will provide more than half of their financial support from 07/01/19 through 06/30/20.

FULL NAME	AGE	RELATIONSHIP (to student)	COLLEGE NAME (if currently enrolled)	WILL BE ENROLLED in at least in 6 units (yes or no)
1.		Self (student)		
2.				
3.				
4.				
5.				
6.				

## SECTION C: STUDENT'S/SPOUSE'S (IF MARRIED) INCOME INFORMATION (all applicants)

**PLEASE CHECK ONE APPROPRIATE BOX BELOW:** Please visit the financial aid office if you are having any difficulty obtaining any required documents.

- Check here if student filed taxes in 2017 and used the IRS DATA Retrieval Tool when FAFSA was completed.**
- Check here if student filed taxes in 2017 but did not to use the IRS Data Retrieval Tool when FAFSA was completed.** You are required to provide a copy of your **SIGNED 2017 TAX RETURN**. You may also provide a copy of your **2017 IRS Tax Return Transcript** which can be requested from the IRS by ordering online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946. Please note that IRS Account Transcripts are not accepted.
- Check here if student did not file and was not required to file taxes in 2017.** If you did not file taxes in 2017, please provide **verification of non-filing**. Acceptable documentation of non-filing are IRS Tax Return Transcript, IRS Tax Account Transcript, or IRS Form 13873, which states that the IRS has no record of a 2017 tax return. If the student was employed anytime in 2017, please attach a copy of the all **2017 W-2 forms**, even if the student was not required to file taxes in 2017. Also complete the student portion of **SECTION E: INCOME CERTIFICATION** on the next page.

**SECTION D: PARENT'S INCOME INFORMATION** (for DEPENDENT students only)

**PLEASE CHECK ONE APPROPRIATE BOX BELOW:** Please visit the financial aid office if you are having any difficulty obtaining any required documents.

Check here if parent(s) filed taxes in 2017 and used the IRS DATA Retrieval Tool when FAFSA was completed.

Check here if parent(s) filed taxes in 2017 but did not to use the IRS Data Retrieval Tool when FAFSA was completed. You are required to provide a copy of your **SIGNED 2017 TAX RETURN**. You may also provide a copy of your **2017 IRS Tax Return Transcript** which can be requested from the IRS by ordering online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946. Please note that IRS Account Transcripts are not accepted.

Check here if parent(s) did not file and was not required to file taxes in 2017. If you did not file taxes in 2017, please provide **verification of non-filing**. Acceptable documentation of non-filing are IRS Tax Return Transcript, IRS Tax Account Transcript, or IRS Form 13873, which states that the IRS has no record of a 2017 tax return. If the parent was employed anytime in 2017, please attach a copy of the all **2017 W-2 forms**, even if the parent was not required to file taxes in 2017. Also complete the parent portion of **SECTION E: INCOME CERTIFICATION**.

**SECTION E: INCOME CERTIFICATION**

**E-1: NON TAX FILERS:** If you/your spouse/your parent(s) had any income but did not file an IRS Tax Return, you must list your income below and attach **ALL W2 forms** as supporting documentation. You must also report any earned income paid in cash.

	Employers/Sources of Income	Total income amount in 2017	Paid in Cash	W2 or 1099 attached
Student's Income			YES/NO	YES/NO
Spouse's Income (if married)			YES/NO	YES/NO
Parent's Income (if dependent)			YES/NO	YES/NO

**E-2: LOW INCOME CERTIFICATION:** A review of your financial aid file has determined that your reported 2017 income on the FAFSA is insufficient to provide basic average living expenses (such as food, clothing, shelter and other necessities) for your household size. In order to continue with the application process for financial aid, please use the space below to provide a detailed explanation of how your household expenses were met in 2017. Please be specific about financial resources that are not yet reported anywhere else on your application (e.g., Section 8 housing, TANF/cash aid, disability benefits, social security income, alimony, child support received, worker's comp, financial aid, etc.). In addition, please specify if you received financial or in-kind support from friends or relatives (e.g., monetary gifts, borrowed money, free room and board, free meals, or if someone pays your bills on your behalf, etc.). **Attach a separate sheet if additional space is needed.**

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**SECTION F: SIGN THIS WORKSHEET**

By signing this form, I/we certify that all the information reported is complete and correct. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature (for dependent students only) \_\_\_\_\_ Date \_\_\_\_\_