



## 2020-2021 V5 Dependent Verification

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The U.S. Department of Education regulations require that before awarding Federal Student Aid, the Financial Aid Office must ask you to confirm information that you and your parent(s) reported on your 2020-2021 FAFSA.

It is requested that all Verification documentation be turned in without delay upon receiving a Verification notice. Failure or delay in the completion of the Verification process could jeopardize 2019-2020 financial aid awards.

All documentation provided must include student's name, Student ID and original signature and date. Digital/e-signatures will not be accepted on any forms in the Verification process.

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Office 225

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## Instructions for Tax-Filers:

To obtain an IRS tax return transcript, you can go to [www.IRS.gov](http://www.IRS.gov) and click on "Get My Tax Record" and then click on "Get Your Tax Record." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Or you can call 1-800-908-9946. **A signed copy of the 2018 income tax return and applicable schedules may also be accepted.**

You may also request to receive your transcript by mail by clicking "Get Transcript by Mail" or by submitting the IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Please note that if you are eligible to use the IRS Data Retrieval Tool to link your taxes to the FAFSA, this option may limit any current and future request for verification and may result in a quicker resolution of your verification status.

## Instructions for Non Tax-Filers:

A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS or other relevant tax authority.

Parent(s) of dependent students:

If you are married, confirmation of filing will be needed for both you and your spouse. If one of you filed and the other did not, we will need a transcript or signed copy of the tax return for one and a confirmation of non-filing for the other. If both of you did not file, we will need a confirmation of non-filing for both.

You will need to provide the following:

- A VERIFICATION OF UNUSUAL TAX CIRCUMSTANCES FORM (available on the college website under Forms tab)
- A listing of the sources of any income earned by the individual from work and the amount of income from each source; **AND**
- A copy of IRS Form W-2, or an equivalent document, for all sources of employment income received by the individual.
- Obtain a Verification of Non-Filing (VNF) Letter by going to [www.IRS.gov](http://www.IRS.gov) and clicking "Get My Tax Record," then request a transcript online or by mail. You can also call 1-800-908-9946. If the IRS has no record of a 2018 tax return for you, you will receive a letter confirmation your non-filing.

*If the individual is unable to obtain VNF from the IRS or other tax authorities and, contact the Financial Aid office and provide a signed statement certifying that the individual attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation. Upon approval the Financial Aid staff will determine, your good-faith effort to obtain the required documentation and the college will accept—*

- *A signed statement certifying the individual has not filed and is not required to file an income tax return.*

# 2020-2021 Dependent Household Information Worksheet

Student Last

Student First

Middle Initial

Student ID

**Number of Household Members:** List below the people in the **parent's household**. Include:

- The student
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2020, through June 30, 2021, or if the children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2021.

**Number in College:** Include in the space below information about any household member (**EXCLUDING YOUR PARENTS**) who is, or 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, 2020, and June 30, 2021, and include the name of the college.

*(If more space is needed, attach a separate page with your name and Student ID at the top)*

**\*NO FIELD SHOULD BE LEFT BLANK FOR ANY MEMBER OF HOUSEHOLD. IF LEFT BLANK, NEW FORM WILL BE REQUESTED.**

Full Name	Age	Relationship to student	College	Will be enrolled at least half time
<i>Marty Jones (example)</i>	<i>28</i>	<i>Brother</i>	<i>Central University</i>	<i>Yes</i>
		Self		

**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.**

## CERTIFICATION & SIGNATURE

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

\_\_\_\_\_  
Student Signature (Required)

\_\_\_\_\_  
Date (Required MM/DD/YYYY)

\_\_\_\_\_  
Parent Signature (Required)

\_\_\_\_\_  
Date (Required MM/DD/YYYY)

# 2020-2021 Dependent Filing Status Worksheet

PLEASE CHECK ONE FOR STUDENT & ONE FOR PARENT AND FOLLOW ALL INSTRUCTIONS

Student Last \_\_\_\_\_ Student First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Student ID \_\_\_\_\_

### 2018 Student Non-Filers

- I did not (and was not required to) file taxes in 2018 – I did not have any income earned from work in 2018.
- I did not (and was not required to) file taxes in 2018; however I was employed. Please complete information below and provide copies of all 2018 IRS W-2 forms issued. List all employers, even if the employer did not issue a 2018 W-2 form. If you do not have W-2's, submit a signed/dated statement explaining why the IRS Form W-2 is unavailable

Employer's Name	2018 Amount Earned		IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00		Yes

### 2018 Student Federal Income Tax Filers

- I filed taxes in 2018 (**and**)
- I **have used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2018 IRS income information into my FAFSA (either on the initial FAFSA or a correction to the FAFSA)
  - I **am unable to use** the IRS Data Retrieval Tool, and I will submit copies of my 2018 Federal Tax return Transcript (**OR a signed copy of the tax return form**) to my school.

### 2018 Parent Non-Filers

- My parents did not file 2018 Federal Taxes (nor were they required to do so) – Neither had any income from work in 2018 (**in addition to checking this box, your parents must submit confirmation of non-filing for the 2018 tax year from the IRS or a relevant tax authority**)
- My parents did not file 2018 Federal Taxes (nor were they required to do so); however, one (or both) was employed in 2018. Please complete information below and provide copies of all 2018 IRS W-2 forms issued. List all employers, even if the employer did not issue a 2018 IRS W-2 form. If you do not have W-2's, submit a signed/dated statement explaining why the IRS Form W-2 is unavailable (**in addition to checking this box, your parents must submit confirmation of non-filing for the 2018 tax year from the IRS or a relevant tax authority**)

Employer's Name	2018 Amount Earned	Employee's name (mother/father)	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Mother	Yes

### 2018 Parent Federal Income Tax Filers

- My parent(s) filed taxes in 2018 (**and**)
- My parent(s) **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into my FAFSA (either on the initial FAFSA or a correction to the FAFSA)
  - My parent(s) **is unable to use** the IRS Data Retrieval Tool, and I will submit copies of his or her 2018 Federal Tax return Transcript(s) (**OR a signed copy of the tax return form**) to my school.
- My parents filed separately in 2018 and I will be providing 2018 Federal Tax Return Transcripts for each

#### Special Circumstance:

- Check here if for the 2018 tax year, you- and/or your parents-were granted a filing extension, filed an amended tax form, were a victim of identity theft, or if you filed a non-IRS Income tax return. (If you check this box, we must have a completed "Verification of Unusual Tax Circumstances" form)*

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

### CERTIFICATION & SIGNATURE

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

\_\_\_\_\_  
Student Signature (Required) Date (Required MM/DD/YYYY)

\_\_\_\_\_  
Parent Signature (Required) Date (Required MM/DD/YYYY)

## **2020-2021 Statement of Educational Purpose (Instructions)**

*(From Appendix A of the IFAP Electronic Announcement Posted August 16, 2018)*

### **Instructions for Postsecondary Institutions**

Students should appear in person at the school and present a valid and unexpired, government-issued photo identification (ID) such as a passport or a driver's license or other state-issued ID. You must maintain an annotated copy of that ID that includes the date it was received and the name of the person your school authorized to receive it.

Students must also sign a statement of educational purpose that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending the school for the 2020-2021 year.

A student who is unable to appear at the school must sign and submit the statement of educational purpose and he must submit a copy of his ID with the statement signed by a notary public confirming that the student appeared before her and presented the ID confirming his identity.

Please send the annotated copy of the ID along with this form to the OFA, so that we may complete verification.

### **Instructions for Notary Public**

The acceptable forms of ID are indicated in the "Verification by School Official" section of the second page of this document (the "2020-2021 Statement of Educational Purpose").

**2020-2021 Statement of Educational Purpose**

I certify that I (*Print student's name*) \_\_\_\_\_ am the individual signing this 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 \_\_\_\_\_ (*Name of Postsecondary Educational Institution*) \_\_\_\_\_ for 2020-2021.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's ID \_\_\_\_\_

Bottom portion to be completed by school and submitted to OFA:

**Verification by School Official**

\_\_\_\_\_  
Name of school official Title of school official Name of Institution

I verify that the above listed student has appeared before me in person OR has presented their ID to a Notary and has presented the following documentation of their identity (check one)

- An unexpired Passport
- A valid unexpired Driver's license or other state-issued ID
- An alternate unexpired valid, government-issued ID \_\_\_\_\_ (state the ID type)

Furthermore, I have an annotated copy of this ID which includes the date it was received and the name of the person at this institution that was authorized to receive it.

\_\_\_\_\_  
Signature of Official Date \_\_\_\_\_

**Verification by Notary Public (Only to be used if student is unable to appear in person at the Institution)**

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 unexpired government-issued photo ID provided)

to the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(seal) \_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_ (Date)

# High School Completion Status Certification

In the cases where an aid applicant is selected by the U.S. Department of Education for verification of his or her high school or General Education Development (GED) equivalent completion status, the Financial Aid Office must complete this form to verify appropriate supporting documentation is on file at the college.

This form serves as documentation to satisfy the requirement to document high school or GED equivalent completion status as selected for verification.

**Student Name**

**Student ID**

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**The Financial Aid Office certifies that one of the following documents has been deemed sufficient to meet the requirements set forth by the U.S. Department of Education (the document selected must accompany this form in order to qualify):**

High School or GED Equivalent Completion Supporting Documentation
<p><b>Please select the documentation below that has been received by the Financial Aid Office and is kept in the student's academic file to support high school or GED equivalent completion.</b></p> <p><input type="checkbox"/> An official high school transcript that shows the date the student graduated from high school.</p> <p><input type="checkbox"/> An official GED transcript to include total score recorded at the bottom of the transcript, as well as a record that all subject tests was passed.</p>

To be completed by Financial Aid staff:

Signature

Date

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Printed Name/Title

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