

2019-2020 V5 Independent Verification

Your 2019-2020 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, if married, your spouse reported on your 2019-2020 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.

Financial Aid Office
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Richmond, VA 23227
Office 225

Email: bsr-confinancial@bshsi.org

Fax: 804-627-5441

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Instructions for Tax-Filers:

To obtain an IRS tax return transcript, you can go to 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.

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:

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 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 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 2017 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.*

2019-2020 Independent Filing Status Worksheet

(PLEASE CHECK ONE AND FOLLOW ALL INSTRUCTIONS)

 Student Last Student First Middle Initial Student ID

2017 Non-Filers

- I (and my spouse, if married) did not (and was not required to) file taxes in 2017 – neither of us had any income earned from work **(in addition to checking this box, you and your spouse, if married must submit confirmation of non-filing for the 2017 tax year from the IRS or a relevant tax authority)**
- I (and my spouse, if married) did not (and were not required to) file taxes in 2017; however, I (and/or my spouse) was employed. Please complete information below and provide copies of all 2017 IRS W-2 forms issued. List all employers, even if the employer did not issue a 2017 IRS W-2 form. If you do not have W-2's, submit a signed/dated statement explaining why the IRS Form W2 is unavailable **(in addition to checking this box, you and your spouse, if married, must submit confirmation of non-filing for the 2017 tax year from the IRS or a relevant tax authority)**

Employer's Name	2017 Amount Earned	Employee's name (student/spouse)	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Student	Yes

2017 Federal Income Tax Filers

- I (and my spouse, if married) filed taxes in 2017 (and)
- I have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my 2017 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 2017 Federal Tax Return Transcript (*not a copy of the tax return form*) to my school.
- (Married students only) I and my spouse filed separately in 2017 and I will submit copies of our 2017 Federal Tax Return Transcripts.
- (Married students only) I and my spouse filed jointly in 2017, but we are now separated. I will provide a copy of our 2017 Federal Tax Return Transcript along with all of my 2017 W-2s.

Special Circumstance:

- Check here if for the 2017 tax year, you - and/or your spouse - 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)**

CERTIFICATION AND SIGNATURE

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

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

 Student Signature (Required)

 Date (Required MM/DD/YYYY)

 Spouse Signature (Optional)

 Date (Required MM/DD/YYYY)

2019-2020 Statement of Educational Purpose (Instructions)

(From Appendix A of the IFAP Electronic Announcement Posted August 16, 2017)

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 2019-2020 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 "2019-2020 Statement of Educational Purpose").

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

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>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.</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

Printed Name/Title
