Verification information

What is verification and why was I selected?

Verification is the process by which certain required information on the FAFSA is reviewed for accuracy and completeness.

Students are selected for verification for one of the following reasons:
- The Central Processing System found inconsistencies and/or potential errors in the student’s FAFSA
- Random selection
- School selection

Steps to complete verification:
1. Collect income tax and other required documents
2. Review SAR to determine if there are any requests for documentation
3. Complete all sections of this worksheet, sign it, and send the completed worksheet, income tax and other official documentation to the financial aid office at your school.

The financial aid office will notify you if there is additional documentation needed or any other questions to be answered. After verification is complete, you will be notified about the amount of financial aid you are eligible to receive.

The financial aid office cannot process your financial aid package until verification has been completed, so it is imperative that you provide the required documents as soon as possible.

<table>
<thead>
<tr>
<th>Student Information</th>
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</thead>
<tbody>
<tr>
<td>Student’s Last Name</td>
</tr>
<tr>
<td>Student’s Street Address (include apt. no.)</td>
</tr>
<tr>
<td>City State Zip Code</td>
</tr>
<tr>
<td>Student’s Home Phone Number (include area code)</td>
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</tbody>
</table>
Student’s Name _______________________________ Student’s ID Number ________________

2012 IRS Income Tax Return Information for Parent Tax Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2012 or had a change in marital status after the end of the 2012 tax year on December 31, 2012.

Instructions: Complete this section if the parents filed or will file a 2012 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2012 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2012 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2012 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the 2012 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2012 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

☐ The parents have used the IRS DRT in FAFSA on the Web to transfer 2012 IRS income tax return information into the student’s FAFSA.

☐ The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2012 IRS income tax return information into the student’s FAFSA once the 2012 IRS income tax return has been filed.

☐ The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2012 IRS Tax Return Transcript(s). (signature not required)

To obtain a 2012 IRS Tax Return Transcript, go to 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.” Use the Social Security Number and date of birth of the first person listed on the 2012 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2012 IRS income tax return). In most cases, for electronic filers, a 2012 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2012 IRS income tax return has been accepted by the IRS. Generally, for filers of 2012 paper IRS income tax returns, the 2012 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2012 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2012 IRS income tax returns, 2012 IRS Tax Return Transcripts must be provided for both.

_____ Check here if a 2012 IRS Tax Return Transcript(s) is provided.

_____ Check here if a 2012 IRS Tax Return Transcript(s) will be provided later.
Student’s Name _______________________________  Student’s ID Number __________________

**Household Size and Number in College**

List below the people in the parents’ 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 their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013–2014. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

For any household member, excluding the parents, 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, 2013, and June 30, 2014, 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
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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.

**Child Support Paid**

One of the parents included in the household or the student paid child support in 2012. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2012 for each child.
Student’s Name __________________________________ Student’s ID Number ________________

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

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2012</th>
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</thead>
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Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or

Copies of the child support payment checks or money order receipts.

**Food Stamps (Supplemental Nutrition Assistance Program)**

The parents certify that a member of the parents’ household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2011 or 2012. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The parents’ household includes:

- 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 their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013–2014. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2011 or 2012.
Student’s Name _______________________________ Student’s ID Number ________________

**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 2013–2014:

- 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.
- 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.
Student’s Name _______________________________  Student’s ID Number __________________

**Statement of Educational Purpose**

The student must appear in person at ________________________________ to 
(Name of Postsecondary Educational Institution)
verify his or her 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 2013-2014. (Name of Postsecondary Educational Institution)

Student’s Name _______________________________  Student’s ID Number __________________

_________________________________________    ______________________
(Student’s Signature)                          (Date)

_____________________
(Student’s ID Number)
Student’s Name _______________________________  Student’s ID Number ____________________

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 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.

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 2013-2014.
(Name of Postsecondary Educational Institution)

________________________________________  _______________
(Student’s Signature)  (Date)

________________________________________
(Student’s ID Number)

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 ________________

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<tr>
<td><strong>Certifications and Signatures</strong></td>
<td>WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.</td>
</tr>
<tr>
<td>Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.</td>
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<table>
<thead>
<tr>
<th>Print Student’s Name</th>
<th>Student’s ID Number</th>
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<th>Student’s Signature</th>
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<table>
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<tr>
<th>Parent’s Signature</th>
<th>Date</th>
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