PIERCE COLLEGE
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2018–2019 Independent Verification Worksheet (V5)

Your 2018-2019 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. If there are differences, your FAFSA information may be corrected. **We may ask for additional information and will contact your through your student email.**

Be sure to complete ALL sections of this form. Any delay in submitting this form in its entirety along with all required documents will delay having financial aid disbursed prior to the start of the quarter. You must complete and sign this worksheet, attach any required documents, and submit this form and other required documents to the financial aid office at Pierce College.

A.   Student's Information

_____ Student ID #: _____

Last Name   First Name

B. Student's Household Information

List below the people in your household. Be sure to include:

- Yourself
- Your spouse, if married.
- Your and/or your spouse's children if you and/or your spouse will provide more than half of their support from July 1, 2018 to June 30, 2019, even if the child does not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member who will be enrolled, <u>at least half time </u>in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018 and June 30, 2019.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Marty Jones(example)	*21*	*Brother*	*Pierce College*	*Yes*
		Self		

C. Student's Income Information
Check ONE box below that applies. Please read all options carefully before making your selection:

☐ I (and spouse if applicable) have attached my 2016 Tax Return Transcript.

☐ I (and spouse, if applicable) have successfully used the FAFSA's IRS Data Retrieval Tool to load and submit my income information onto the FAFSA.

☐ I (and spouse, if applicable) filed an Amended IRS Income Tax Return OR I was granted a Filing Extension by the IRS OR I was a victim of IRS Identity Theft OR I filed a Non-IRS Income Tax Return. *I will contact the Financial Aid Office for detailed instructions on how to complete verification.*

☐ I (and my spouse – if applicable) wan not employed and had no income earned from work in 2016 OR was employed in 2016, but will not and is not required to file a 2016 income tax return with the IRS. I (and my spouse – if applicable) will submit a "Verification of Nonfiling Letter" to the Financial Aid Office.
- o Please submit to the IRS form 4506-T form showing you were not required to file taxes to receive this letter. https://www.irs.gov/pub/irs-pdf/f4506t.pdf - you will want to check box 7.

List below the names of ALL the student's (and spouse's –if applicable) employers and the amount earned from each employer in 2016. Attach copies of all 2016 IRS W-2 forms issued to the student.

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
Suzy's Auto Shop (example)	*$2000*	_____Yes _____No
		_____Yes _____No
		_____Yes _____No
		_____Yes _____No

How to request a copy of your 2016 Tax Return/Transcript from the IRS
1. Go to www.irs.gov/individuals/get-transcript
2. Select "Get Transcript by Mail" or "Get Transcript Online" *(if you filed your taxes jointly, you may need to provide information for the person listed first on your taxes)*
3. Provide the primary taxpayer's Social Security Number, Date of Birth, Street Address, and Zip or Postal Code
4. Select "Tax Return Transcript" under Type of Transcript
5. Select the appropriate tax year

   *To order a Tax Return/Transcript by phone: (800) 908-9946

> **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

D. Student's High School Completion Status

Please provide <u>one</u> of the following documents to indicate the student's high school completion status when the student beings college in 2018-2019. Please read all options carefully before selecting:

☐ Copy of the student's high school diploma.

☐ Copy of the student's final official high school transcript that shows the date when the diploma was awarded.

☐ The student's General Educational Development (GED) certificate or GED transcript which indicates the student passed the exam.

☐ An official 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 home school (other than a high school diploma or its recognized equivalent).

☐ If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), the student has attached 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 home school setting.

E. Identity and Statement of Educational Purpose

The student must appear *in person* at the Financial Aid Office at Pierce to verify his or her identity (or **in person** before a certified notary public, if applicable) by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to: a driver's license, other state-issued ID, military ID, or passport.

The Financial Aid Office at Pierce College 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 authorized to collect the student's ID.

In addition, the student must sign the following statement **in the presence of the institutional official** (see next page).

Statement of Educational Purpose

I certify that I _____ 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 Pierce College for 2018-2019.

_____   _____   _____
Student Signature   Student ID   Date

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*The attached government issued ID*_____*was copied from the original and*
(Type of government-issued photo ID provided)
the signing of the Statement of Educational Purpose was witnessed on the date listed below.

_____   _____
Financial Aid Staff Member Printed Name   Date

_____   _____
Financial Aid Staff Member Signature   Date

If the student is unable to appear in person at the Financial Aid Office at Pierce College to verify his or her identity, the student must provide:

- 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, military ID, or passport; and

- The original notarized Statement of Educational Purpose (statement completed above and notarized below).

Notary's Certificate of Acknowledgement

State of_____ City/County of_____

On_____, before me,_____, personally
            Date   Notary's name

appeared,_____, and proved to me on basis of satisfactory evidence
                    Printed name of signer

of identification_____to be the above-named person who signed
                the
                        Type of government-issued photo ID provided

foregoing instrument.

WITNESS my hand and official seal

_____
Notary signature

My commission expires on _____
                                    Date

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Notary Seal
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F. Certification and Signature

I certify that all of the information reported on this worksheets complete and correct. The student (and spouse, if applicable) must sign this worksheet.

_____   _____
            Student Signature   Date

Did you remember to:

☐ **Complete and sign this worksheet**

☐ **Attach Tax transcript(s), W-2 forms if applicable or Verification of Nonfiling Letter**

☐ **Submit this form and other required documents to the Financial Aid Office at Pierce College**