

[10014] 2013–2014 Institutional Verification Document

Dependent and Independent (This is a 6 page form)

«schlname» «ssssc»

«schlstreet» - «schlcity», «schlstate» «schlzip»

1 APPLICABLE: For Tracking Groups: V1, V2, V3, V4 and V5	MANDATORY FOR ALL
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Your 2013–2014 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. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **You OR You and a parent OR You and your spouse** whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student’s Information

Student’s Last Name, First Name M.I.	Student’s (Key) Number
Student’s Street Address (include apt. no.)	Student’s Date of Birth
City State Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)	Student’s Alternate or Cell Phone Number

Student data as shown is corrected or updated

Student signature

2 APPLICABLE: For Tracking Groups: V1 and V5	A MUST FOR TAX FILERS	N/A
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Verification of 2012 IRS Income Tax Return Information for Student, Spouse or Parent(s) Tax Filers

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse 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 student and spouse or the Parent(s) 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:

Student & Spouse	Parent(s)	
<input type="checkbox"/>	<input type="checkbox"/>	The student, spouse or parent has/have used the IRS DRT in <i>FAFSA on the Web</i> to transfer 2012 IRS income tax return information into the student’s FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	The student, spouse or parent has/have not yet used the IRS DRT in <i>FAFSA on the Web</i> , 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.
<input type="checkbox"/>	<input type="checkbox"/>	The student, spouse or parent is/are unable or chooses not to use the IRS DRT in <i>FAFSA on the Web</i> , 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 student and spouse OR if the parents filed separate 2012 IRS income tax returns, **2012 IRS Tax Return Transcripts must be** provided for both.

<input type="checkbox"/>	<input type="checkbox"/>	Check here if a 2012 IRS Tax Return Transcript(s) is provided.
<input type="checkbox"/>	<input type="checkbox"/>	Check here if a 2012 IRS Tax Return Transcript(s) will be provided later.

5 APPLICABLE: For Tracking Groups: V1 and V5 HOUSEHOLD SIZE IN COLLEGE
Number of Household Members and Number in College Student and/or Parent Household

List below the people in the student's household. Include:

List below the people in the parent's household. Include:

Student's Household	Parent's Household
The student.	The student.
The student's spouse, if the student is married	The parents (including a stepparent) even if the student doesn't live with the parents.
The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2013, through June 30, 2014, even if the children do not live with the student.	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 student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2014.	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 who will be enrolled <u>at least half time</u> 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.	For any household member, excluding the parents, who will be enrolled <u>at least half time</u> 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.

Independent student's household members

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

Dependent student's parent's household members

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

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.

6 APPLICABLE: For Tracking Groups: V1, V2, V4 and V5 **SNAP** **N/A**
Receipt of SNAP Benefits Student and/or Parents

The student and or the parent(s) certifies that a member of the 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).

Independent student's household include:	Dependent student's parent's household include:
The student.	The student.
The student's spouse, if the student is married	The parents (including a stepparent) even if the student doesn't live with the parents.
The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2013, through June 30, 2014, even if the children do not live with the student.	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 student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2014.	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.

7 APPLICABLE: For Tracking Groups: V1, V3, V4 and V5 **CHILD SUPPORT** **N/A**
Child Support Paid Student, Spouse and/or Parent(s)

The student, Spouse or parent, who is a member of the student/parent's household, 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.

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

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2012

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.

8 APPLICABLE: For Tracking Groups: V4 and V5 **HIGH SCHOOL**
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 home school (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 home school (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 home school setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

9 APPLICABLE: For Tracking Groups: V4 and V5
Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student **must** appear in person at «schlname» to 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, _____ (STUDENT 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 «schlname» for 2013-2014.

(Student's Signature) (Date) (Student's ID Number) (Document presented)

(Institutional Official's Signature) (Date) (Official's Name) (Official's Title)

To Be Signed With Notary (only if student is not able to appear in person)

If the student is unable to appear in person at «schlname» 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, _____ (STUDENT 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 «schlname» for 2013-2014.

(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)

10 APPLICABLE: For Tracking Groups: V1, V2, V3, V4 and V5 MANDATORY FOR ALL Certification and Signature

INDEPENDENT STUDENT

Certification and Signature

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

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

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

XX

DEPENDENT STUDENT

Certifications and Signatures

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.

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date