

## **R. Gonzalez Management Inc. (RGM)**

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### **RGM Memo**

Date October 17, 2013  
To School Owners and Financial Aid Personnel  
RE NEW 6 PAGE VERIFICATION FORM INSTRUCTIONS

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#### **Verification process 2012-2013**

In several instances it has come to our attention that the verification forms procedure is not being followed correctly. This is understandable when we take into consideration that we came from a single two page form for a dependent or independent student to a set of 18 pages, which were reduced to 11 pages and we continue to have problems with missing forms.

So, in an attempt to resolve some of those problems, we reformatted the forms down to 6 pages. This will help you the Financial Aid Officer to follow the form provided for each section required.

Hope this helps.

Page 1 Includes Section 1- Student information that all students must complete.

Section 2 -Tax filers in groups V1 and V5 must complete this section. If no taxes were filed you may circle N/A to indicate that the section does not apply.

Page 2 Includes Section 3- Student in group V1 and V5 with IRS extensions, IRS amendments, tax identity theft or non IRS tax forms. If none of these apply to the student, spouse and/or parent, circle N/A to indicate that that section does not apply.

Section 4- Student in group V1 and V5 that did not file taxes must complete this section. If tax filer this section does not apply, circle N/A to indicate that that section does not apply.

Page 3 Includes Section 5-Students in group V1 and V5 must complete the number of household members and the number of household members (parents not included) in college

Page 4 Includes Section 6- Students in group V1, V2, V4 and V5 must confirm SNAP information. Circle N/A if not applicable.

Section 7 Students in group V1, V3, V4 and V5 must confirm any child support paid. Circle N/A if not applicable.

Section 8 Students in group V4 and V5 must confirm any high school completion status.

Page 5 Includes Section 9- Students in group V4 and V5 must confirm their Identity on the statement of educational purpose. This must be certified by the institutional representative authorized to accept these documentation OR in the presence of a notary public.

Page 6 Includes Section 10-Students in groups V1, V2, V3, V4 and V5 must complete the certification form. This form is mandatory for all students and parent if dependent, if independent married student, spouse signature is optional.

**As you can see our reformatting of the verification forms to 3 sheets when printed on both sides, is far from the original 18 suggested pages and only 1 sheet more than prior years.**

**Please remember to have all six pages and COMPLETE those sections applicable to the verification group number in which the student was placed by the system as indicated on the ISIR or by the school decision to select and verify the student information.**

Thank you,

Rafael