2014–2015 Dependent Verification Worksheet (V5)

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator 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.   SSN or LCC ID

_____   _____
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

B. Dependent Student Family Information

List the people in *your parents' household*. Include:
- Yourself
- Your parents (including stepparent)
- Your parents' other children if your parents will provide more than half of their support from July 1, 2014 through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014-2015.
- Other people if they now live with your parents and your parents will provide more than half of their support and will continue to provide more than half of their support through June 30, 2015.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2014, and June 30, 2015.

If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self	LCC	

Note: We may require additional information if we have reason to believe that the information regarding the household member enrolled in eligible postsecondary educational institution is inaccurate.

Student Name: _____   LCC ID: _____

C.   Dependent Student's Income to be Verified

TAX RETURN FILERS- Important Note: The instructions below apply to the student.

Instructions: Complete this section if the student <u>filed or will file</u> a 2013 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 <u>FAFSA.gov</u>.* In most cases, no further documentation is needed to verify 2013 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

☐ The student **has used** the IRS DRT in FAFSA on the Web to transfer 2013 IRS income tax return information into the student's FAFSA *and W-2 forms.*

☐ The student **has not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2013 IRS income tax return information into the student's FAFSA *and W-2 forms.*

☐ The student is **unable or chooses not to** use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2013 IRS Tax Return Transcript(s)** *and W-2 forms.*

To obtain a **2013 IRS Tax Return Transcript**, go to www.IRS.gov and click on the "Get Transcript of Your Tax Records". To view and print your transcript immediately click on "Get Transcript ONLINE". If you are unable to print your tax transcript please select "Get Transcript by MAIL"; transcripts arrive in 5-10 calendar days.   In most cases, for electronic filers, a **2013 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the **2013 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

_____ Check here if a **2013 IRS Tax Return Transcript(s) and W-2 forms** are provided.

_____ Check here if a **2013 IRS Tax Return Transcript(s)** will be provided later.

TAX RETURN NONFILERS- The instructions and certification below apply to the student. Complete this section if the student will not file and <u>is not required</u> to file a 2013 tax return with the IRS.

Check the box that applies:

☐   The student was not employed and had no income earned from work in 2013.

☐   The student was employed in 2013 and has listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. [Provide copies of all 2013 IRS W-2 forms issued to the student by his/her employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	2013 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	*$2,000.00*	*Yes*

Note: We may require you to provide documentation from the IRS that indicates a 2013 IRS income tax return was not filed with the IRS

Student Name: _____   LCC ID: _____

D. Parents Income Information to be Verified

TAX RETURN 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 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

Instructions: Complete this section if the parents <u>filed or will file</u> a 2013 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 <u>FAFSA.gov</u>.* In most cases, no further documentation is needed to verify 2013 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. 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 2013 IRS income tax return information into the student's FAFSA *and will submit copies of all 2013 W-2 forms.*

☐ The parents **have not yet used** the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2013 IRS income tax return information into the student's FAFSA *and will submit copies of 2013 W-2 forms*

☐ The parents are **unable or choose not to use** the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2013 IRS Tax Return Transcript(s)** *and W-2 forms*.

To obtain a **2013 IRS Tax Return Transcript**, go to <u>www.IRS.gov</u> and click on the "Get Transcript of Your Tax Records". To view and print your transcript immediately click on "Get Transcript ONLINE". If you are unable to print your tax transcript please select "Get Transcript by MAIL"; transcripts arrive in 5-10 calendar days. In most cases, for electronic filers, a **2013 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2013 IRS income tax return has been accepted by the IRS. Generally, for filers of 2013 paper IRS income tax returns, the **2013 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2013 paper IRS income tax return has been received by the IRS.

If the parents filed separate 2013 IRS income tax returns, **2013 IRS Tax Return Transcripts** must be provided for both.

_____ Check here if a **2013 IRS Tax Return Transcript(s) and W-2 forms** are provided.

_____ Check here if a **2013 IRS Tax Return Transcript(s) and W-2 forms** will be provided later.

TAX RETURN NONFILERS- The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and <u>are not required</u> to file a 2013 income tax return with the IRS.

Check the box that applies:

☐ Neither parent was employed and had no income earned from work in 2013.

☐ One or both parents were employed in 2013 and have listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. [Provide copies of all 2013 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

Employer's Name	2013 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	*$2,000.00*	*Yes*

Note: We may require you to provide documentation from the IRS that indicates a 2013 IRS income tax return was not filed with the IRS.

Student Name: _____   LCC ID: _____

E.   Child Support Paid

One of the parents included in the household or the student paid child support in 2013. 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 2013 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 2013

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 signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

F.   Receipt of SNAP Benefits

Please check a box.

☐ The parents certify that a member of the parents' household (listed in section B of this verification document), received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2012 or 2013. ***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 2012 or 2013.***

☐ The parents certify that **NO** members of the parents' household (listed in section B of this verification document), received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2012 or 2013.

G.   High School Completion Status
Provide <u>one</u> of the following documents that indicate the student's high school completion status when the student will begin college in 2014–2015:

- 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, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.

- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.

- 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.

Student Name: _____   LCC ID: _____

- For a homeschooled student from a state where state law requires the 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.

- For a homeschooled student from a state where state law does not require the 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

H. Identity and statement of Educational Purpose

☐ I will appear in person at Luna Community College to verify my 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. (Complete Section 1).

☐ I am unable to appear in person at Luna Community College to verify my identity. (Complete Section 2)

1. **The student must sign, in the presence of the institutional official, the following:**

Statement of Educational Purpose
(To be signed at Luna Community College)

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 2014-2015.
        (Name of Postsecondary Educational Institution)

_____   _____
(Student's Signature)   (Date)

_____
(Student's ID Number)

2. **If unable to appear in person at Luna Community College to verify his/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.

Student Name: _____ LCC ID: _____

Identity and Statement of Educational Purpose
(To Be Signed With Notary)

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 2014-2015.
    (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)

I. 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.**

_____ _____
Student's Signature   Date

_____ _____
Parent's Signature   Date