

# 2018-2019 Verification Worksheet Independent V5

Please read the entire form, complete ALL sections, attach the requested documentation, sign the form, and return to the Financial Aid Office. By law, Luna Community College has the right to request this information before awarding financial aid. If there are differences between the information submitted and your Free Application for Federal Student aid (FAFSA) the school will make the necessary changes. *Incomplete worksheets and documentation will cause delays in processing your financial aid. No determination of aid eligibility can be made until all documents are received and reviewed.* Warning: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.

# A. Student's Information

Student's Last Name	First Name M.I.	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. Independent Student Family Information

List the people in *your household*. Include:

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

Number in College: Include the name of the college for any household member listed, 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, 2018, and June 30, 2019.

Full Name	Age	Relationship	College or University	Will be Enrolled at
				Least Half Time
		Self	Luna Community College	

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

## C. STUDENT and/SPOUSE- 2016 IRS Income Tax Return Information

#### Check the box that applies:

The STUDENT and/or SPOUSE has *filed or will file* a 2016 IRS Income Tax Return. **GO TO SECTION D.** 

The STUDENT and/or SPOUSE *will not and is not required* to file a 2016 IRS Income Tax Return. **GO TO SECTION E.** 

## D. Verification of 2016 IRS Income Tax Information- STUDENT and/or SPOUSE (Tax Filers ONLY)

**TAX RETURN FILERS**- Complete this section if the **STUDENT and/or SPOUSE** *filed or will file* a 2016 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 the FAFSA online application. *Contact the financial aid office if the student and spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.* 

#### Check the box that applies:

The STUDENT and/or SPOUSE <u>has used or will use</u> the IRS DRT feature while completing the *FAFSA on the Web* to transfer 2016 IRS income tax return information.

□ The STUDENT and/or SPOUSE <u>was unable or chooses not to</u> use the IRS DRT feature while completing the FAFSA on the Web, and instead *will provide LCC a 2016 IRS Tax Return Transcript*.

#### To obtain a 2016 IRS Tax Return Transcript:

- **Online Request** Go to <u>www.IRS.gov</u>, under the *File* heading, click on the "*Get Your Tax Record*". Click "*Get Transcript*" Online" or "*Get Transcript by Mail*". Make sure to request the "<u>IRS Tax Return Transcript</u>". An "IRS Tax Account Transcript" will NOT be accepted.
- Telephone Request- 1-800-908-9946
- Paper Request IRS Form 4506-T must be completed and submitted to the IRS

#### E. Verification of Non-tax Filer- STUDENT and SPOUSE

**NON-TAX FILER** - Complete this section if the **STUDENT and SPOUSE** <u>will not file and is not required</u> to file a 2016 tax return with the IRS. All non-tax filers **MUST** submit a "Verification of Nonfiling" from the IRS to the Financial Aid Office.

#### Check the box that applies:

□ The STUDENT and/or SPOUSE **were not employed** and had no income earned from work in 2016. The STUDENT will submit a "Verification of Nonfiling" from the IRS. (IRS 4506-T must be completed and submitted to the IRS)

The STUDENT and/or SPOUSE was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form was provided or not. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2016 Amount Earned	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

## F. 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 2018–2019:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (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.

Office Use:			
Transcript	HS Diploma	🗆 GED	Other
Financial Aid Staff Initials			

## G. Identity and statement of Educational Purpose

I will appear in person at Luna Community College to verify my identity by presenting an expired valid governmentissued 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review 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(Print St	am the individual signing this State	ement of Educational Purpose
and that the Federal stude	nt financial assistance I may receive will only be used	for educational purposes and to
pay the cost of attending _	(Name of Postsecondary Educational Institution)	)19.
(Student's Signature)	(Date)	Office Use: Initial: Date: ID used:

(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 unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

> **Identity and Statement of Educational Purpose** (To Be Signed in the Presence of a Notary)

I certify that I	am the individual signing this <i>Statement of Educational Purpose</i>		
(Print Student's Name)			
and that the Federal student financial assist	tance I may receive will only be used for educational purposes and to		
pay the cost of attending(Name of Postsecor	for 2018-2019.		
(Student's Signature)	(Date)		
(Student's ID Number)			
Notary	's Certificate of Acknowledgement		
State of	City/County of		
On, before me,	, personally appeared, (Notary's name)		
(Date)	(Notary's name)		
(Printed name of signer)	, and provided to me on basis of satisfactory		
evidence of identification(Type of unexpired g	to be the above-named person overnment-issued photo ID provided)		
who signed the foregoing instrument.			
WITNESS my hand and official seal			
(seal)	(Notary signature)		
My commission expires on			
,(Date)			

(Date)

# H. Receipt of other Federal Benefits

The STUDENT certifies that a member of the household received the following benefits sometime during 2016-2017:

Medicaid or Supplemental Security Income
Supplemental Nutrition Assistance Program (SNAP)
Free or Reduced Price School Lunch
Temporary Assistance for Needy Families (TANF)
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

# I. Certifications and Signatures

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

Printed Student's Name	LCC ID #	
Student's Signature	Date	
Spouse's Signature (Optional)	Date	

Warning: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.