



FINANCIAL AID OFFICE
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2019-2020 Verification Worksheet Dependent 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 FAFSA we will make the necessary corrections. *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.*

A. Student's Information

Student's Name _____

LCC ID # _____

Student's Email Address _____

Student's Phone Number (include area code) _____

B. Family Information

List the people in your parents' household. Include:

- The student.
- Your parents (including stepparent) even if you don't live with your parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with your parents and your parents will provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2020.

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, and include the name of the college.

Full Name	Age	Relationship	College or University	Will be Enrolled at Least Half Time (yes or no)
		Self	<i>Luna Community College</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.

Student Name: _____

LCC ID #: _____

C. STUDENT- 2017 IRS Income Tax Return Information

Check the box that applies:

- The STUDENT has **filed or will file** a 2017 IRS Income Tax Return. **GO TO SECTION D.**
- The STUDENT **will not and is not required** to file a 2017 IRS Income Tax Return. **GO TO SECTION E.**

D. Verification of 2017 IRS Income Tax Information- *STUDENT (Tax Filers ONLY)*

TAX RETURN FILERS- Complete this section if the STUDENT **filed or will file** a 2017 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 more information is needed about using the IRS DRT.

Check the box that applies:

- The STUDENT **has used or will use** the IRS DRT feature while completing the *FAFSA on the Web* to transfer 2017 IRS income tax return information.
- The STUDENT **was unable or chooses not to** use the IRS DRT feature while completing the FAFSA on the Web, and instead *will provide LCC a 2017 IRS Tax Return Transcript.*

To obtain a 2017 IRS Tax Return Transcript:

- **Online Request-** Go to www.irs.gov, 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 **"IRS Tax Return Transcript"**. An *"IRS Tax Account Transcript"* will NOT be accepted.
- **Automated Telephone Request-** 1-800-908-9946
- **Paper Request** - IRS Form 4506-T must be completed and submitted to the IRS

E. Verification of Nontax Filer- STUDENT

NONTAX FILER - Complete this section if the STUDENT **will not file and is not required** to file a 2017 tax return with the IRS.

Check the box that applies:

- The STUDENT **was not employed** and had no income earned from work in 2017.
- The STUDENT **was employed** in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, 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	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

F. PARENTS- 2017 IRS Income Tax Return Information

Check the box that applies:

 The PARENTS have **filed or will file** a 2017 IRS Income Tax Return. **GO TO SECTION G.** The PARENTS **will not and are not required** to file a 2017 IRS Income Tax Return. **GO TO SECTION H.****G. Verification of 2017 IRS Income Tax Information- PARENT (Tax Filers ONLY)**

TAX RETURN FILERS- Complete this section if the PARENT(S) **filed or will file** a 2017 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 parents filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.**

Check the box that applies:

 The PARENTS **have used or will use** the IRS DRT feature while completing the *FAFSA on the Web* to transfer 2017 IRS income tax return information. The PARENTS **were unable or chose not to** use the IRS DRT feature while completing the FAFSA on the Web, and instead *will provide LCC a 2017 IRS Tax Return Transcript.***To obtain a 2017 IRS Tax Return Transcript:**

- **Online Request-** Go to www.irs.gov, 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 "IRS Tax Return Transcript". An "IRS Tax Account Transcript" will NOT be accepted.
- **Automated Telephone Request-** 1-800-908-9946
- **Paper Request -** IRS Form 4506-T must be completed and submitted to the IRS

H. Verification of Nontax Filer- PARENT(S)

NONTAX FILERS- Complete this section if the PARENT(S) **will not file and are not required** to file a 2017 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 PARENT(S) **were not employed** and had no income earned from work in 2017. **The PARENT(S) will submit a "Verification of Nonfiling" from the IRS. (IRS 4506-T must be completed and submitted to the IRS)** The PARENT(S) **were employed** in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, 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	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Student Name: _____

LCC ID #: _____

I. 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 2019–2020:

- 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:			
<input type="checkbox"/> Transcript	<input type="checkbox"/> HS Diploma	<input type="checkbox"/> GED	<input type="checkbox"/> Other _____
Financial Aid Staff Initials _____			

J. Identity and statement of Educational Purpose

Check the box that applies:

- I will appear*** in person at Luna Community College to verify my identity by presenting an expired 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 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 _____ am the individual signing this *Statement of Educational Purpose*
(Print Student's Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Luna Community College for 2019-2020.

(Student's Signature)

(Date)

(LCC ID Number)

Office Use:
Initial: _____
Date: _____
ID used: _____

Student Name: _____

LCC ID #: _____

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 *Statement of Educational Purpose*
(Print Student's Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Luna Community College** for 2019-2020.

(Student's Signature) (Date)

(LCC ID Number)

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____, personally appeared,
(Date) (Notary's name)
_____, and provided to me on basis of satisfactory
(Printed name of signer)

evidence of identification _____ to be the above-named person
(Type of unexpired government-issued photo ID provided)

who signed the foregoing instrument.

WITNESS my hand and official seal

(seal) _____
(Notary signature)

My commission expires on _____
(Date)

Student Name: _____

LCC ID #: _____

K. Receipt of other Federal Benefits

The PARENT certifies that a member of the household (listed in *Section B. Family Information*), received the following benefits sometime during 2017-2018:

- 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)

L. 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, sent to prison, or both.

Print Student's Name

LCC ID #

Student's Signature

Date

Parent's Signature

Date