Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before rewarding Federal Student Aid, we may ask you to confirm the information you 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 must complete and sign this worksheet, attach any required documents, and submit the form 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 office as soon as possible so your financial aid will not be delayed.

**SECTION A: Student’s Information**

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Student’s Identification (ID) no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Street Address (include apt. number)</td>
<td></td>
<td></td>
<td>Student’s Date of Birth</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
<td></td>
<td>Student’s Email Address</td>
</tr>
<tr>
<td>Student’s Home Phone Number (including area code)</td>
<td></td>
<td></td>
<td>Student’s Cell Phone Number</td>
</tr>
</tbody>
</table>

**SECTION B: Number of Household Members and Number in College:**

List below the people in the student’s household.

Include:
- The student
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2021, through June 30, 2022, even if the children do not live with the student.
- Other people that now live with the student and the student or spouse provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2022.

For any household members who 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, 2021 and June 30, 2022, include the name of the college. **If more space is needed, provide a separate page with the student’s name and ID number at the top.**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship to student</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time (Y or N)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION C1: STUDENT 2019 IRS INCOME TAX FILER

Instructions: Complete this section if the student filed a 2019 IRS Income Tax Return. 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 2019 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

How will you provide your 2019 Income Tax Return Information? Check the box that applies:

☐ IRS DRT - The student has used the IRS DRT in the FAFSA on the Web to transfer 2019 IRS income tax information into the student’s FAFSA.

☐ Will use the IRS DRT - The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2019 IRS income tax return information into the student’s FAFSA once the 2019 IRS income tax return has been filed.

☐ Will provide a copy of your 2019 IRS Tax Transcript or Return - The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2019 IRS Tax Return Transcript.

A 2019 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.

- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click “Get Transcript Online.” Make sure to request the “Return Transcript” and NOT the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.

- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.

- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

SECTION C2: STUDENT NON-TAX FILER

Instructions: Complete this section if the student DID NOT file a 2019 Tax Return and are not required to file a 2019 income tax return with the IRS.

Check the box that applies:

☐ UNEMPLOYED - The student was not employed and had no income earned from work in 2019.

☐ EMPLOYED - The student was employed in 2019 and has listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. (Provide copies of all 2019 IRS W-2 forms issued to the student 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.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2019 Amount Earned</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

***Please Note: We may require you to provide documentation from the IRS that indicates a 2019 IRS income tax return was not filed with the IRS.
SECTION D: HIGH SCHOOL COMPLETION STATUS

Verification of 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 2021-2022:

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

SECTION E: IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE

Identity and Statement of Educational Purpose
(To Be Signed at the Institution)

The student must appear in person at ____________________________ to verify his or her identity by presenting an unexpired 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.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

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

If the student is unable to appear in person at ____________________________ to verify his or her identity, the student must provide to the notary:

(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.
(Student) Statement of Educational Purpose

I certify that I, ____________________________________________, 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 __________________________________________________________ for 2021–2022.

(Name of Postsecondary Educational Institution)

(student’s signature) (date) (student’s ID number)

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

Notary’s Certificate of Acknowledgement

Notary’s certification may vary by State

State of _____________________________________________________________________

City/County of _____________________________________________________________________

On ________________________, before me, __________________________________________,

(Date) (notary’s name)

personally appeared, __________________________________________, and proved to me on the basis of satisfactory

(Printed name of signer)

on the basis of satisfactory evidence of identification __________________________________________

(Type of unexpired 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 _________________________

FOR OFFICE OF FINANCIAL AID USE ONLY: Attach photocopy of ID after verifying identity.

Document Used ________________________________ Document Expiration Date _________________

Date Received _________________ ABC Official Signature/Title_______________________________________________________