



Financial Aid Office

2016 – 2017 V5 Verification Worksheet

Dependent Student

Your application has been selected for review in a process called “VERIFICATION.” In this process we are required by federal law (24 CFR, Part 668) to compare the information from the Free Application for Federal Student Aid (FAFSA) with the information provided on this form. If there are differences between your application and the documents you have submitted, it may be necessary for our office to make corrections electronically through the federal processor.

TIPS FOR EXPEDITING THIS PROCESS:

- Attach copies of your and your parents’ 2015 Federal Tax Return Transcripts. *Directions to obtain a tax return transcript is located at the end of this worksheet.*
- Write your name and Social Security Number or Student ID on all documents.
- Make sure ALL documents are SIGNED by the appropriate person before submitting them to our office. **Do not leave any questions blank unless the directions state otherwise.**
- **NOTE: Incomplete forms and/or documents will delay the continued processing of your financial aid.**

SECTION A: STUDENT INFORMATION

Student’s Name:	Student ID or SSN:	Date:
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SECTION B: FAMILY INFORMATION

List the people in your household in the table below. Include:

- Yourself
- Your parent(s) even if you don’t live with them
- Your parents’ other dependent children, even if they don’t live with your parent(s), if your parent(s) will provide more than half of their support from July 1, 2016 – June 30, 2017.

Include other people as part of your parent(s) household *IF*:

- They now live with your parent(s), **AND** your parent(s) provide more than half of their support **AND** will continue to provide more than half of their support from July 1, 2016 – June 30, 2017. *Documentation may be required.* Attach additional page if necessary.

Full Name	Age	Relationship	College	Will be enrolled at Least Half Time? Yes or No
		Self (Student)	ASU - Newport	

SECTION C: CHILD SUPPORT

CHILD SUPPORT PAID: Complete this section if you and/or your parent’s listed in the household paid child support in 2015.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child	Age of Child	Yearly Amount Paid in 2015
				\$
				\$
				\$
Total Amount of Child Support Paid				\$

SECTION D: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Did anyone listed in Section B (Family Information) receive benefits from the Supplemental Nutrition Assistance Program SNAP (formerly known as food stamps in 2014 or 2015? (Check One) Yes No *Attach official documentation which shows the benefits received in 2014 and/or 2015.*

SECTION E: STUDENT AND PARENT TAX AND INCOME INFORMATION

Student	Parent	Check the box that best fits your situation.
		I used the IRS Data Retrieval Tool on the FAFSA. <i>If you used the IRS Data Retrieval Tool and did not change the information, you do not need to submit a 2015 IRS Tax Transcript.</i>
		Attached is a copy of my 2015 IRS Tax Transcript. <i>ASUN will not accept a copy of your tax return.</i>
		I filed an amended 2015 Tax Return. <i>Please submit a 2015 IRS Tax Return Transcript and a signed copy of your 2015 IRS form 1040X.</i>
		I did not file a 2015 IRS Tax Return because I did not have any taxable income in 2015.
		I did not file a 2015 IRS Tax Return but I earned taxable income for 2015. <i>Submit all 2015 W-2 forms and other earning statement(s). Complete the box below titled "Income for Nontax Filers".</i>

Income for Nontax Filer			
Employer's Name	Employee's Name Student and/or Parent	2015 Income	W-2 or 1099 Attached?
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Complete this table with annual amounts for 2015. If an item does not apply to you or your parent(s), then you **must** check "N/A".

FINANCIAL RESOURCES	STUDENT	PARENT	N/A
Payments to tax-deferred pension and savings plans The amounts on W-2 forms in boxes 12a through 12d, codes D, E, F, G, H or S	\$	\$	
Tax exempt interest income. IRS Form 1040 line 8b; IRS Form 1040A line 8b	\$	\$	
IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans. IRS Form 1040 total of line 28+32; IRS Form 1040A line 17	\$	\$	
Untaxed portions of health savings account. IRS Form 1040 Line 25	\$	\$	
Education Credits (American Opportunity, Hope of Lifetime Learning tax credits. IRS Form 1040 Line 49; 1040 Line 31.	\$	\$	
Housing, food and other living allowances paid to members of the military, clergy, and others. Do not include on-base housing or the basic military housing allowance	\$	\$	
Veteran's non-education benefits. Disability, Death Pension, Dependency & Indemnity Compensation (DIC), and/or VA Work-Study allowances.	\$	\$	
Other untaxed income not reported elsewhere on this form. Include worker's compensation, disability benefits, Black Lung Benefits, Railroad Retirement Benefits, etc.	\$	\$	
Other resources, benefits that were not reported on the FAFSA or on other sections of the form. Items include federal veteran's educational benefits, military housing, TANF, etc.	\$	\$	
Money received or paid on your (student's) behalf during 2015 Amount of your bills paid by someone else (Don't include money loaned to you.)	\$	XXXXXXXXXX	

SECTION F: HIGH SCHOOL COMPLETION STATUS

Check only one box below and provide one of the following documents that indicate your high school completion status before you start the 2016 – 2017 school year:

- A copy of your official high school diploma or final high school transcript indicating my graduation date.
- 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 you successfully completed a least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If you complete secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar
- If you were homeschooled in a state where state law required you to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If you were homeschooled in a state where state law does not require you to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its equivalent), a transcript, or the equivalent, signed by your parent or guardian, that lists the secondary school courses you completed and includes a statement that you successfully completed a secondary school education in a homeschool setting.

If you are unable to obtain the documentation listed above, you are required to contact the Financial Aid Office.

SECTION G: STATEMENT OF EDUCATIONAL PURPOSE – To be signed in front of the Financial Aid Officer

The student must appear in person at ASUN to verify his or her identity by presenting a valid government-issued photo identification, such as, but not limited to, a driver’s license, other state-issued ID, or passport. The financial aid office 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 College authorized to collect the student’s ID.

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 ASUN for the 2016-2017.

Student Signature:	Student ID or SSN:	Date:
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If you are unable to appear in person, you must contact the financial aid office for further instructions.

Witnessing financial aid staff member’s signature:	Date:
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SECTION H: CERTIFICATION AND SIGNATURES

By signing below, I certify that all of the information reported is complete and correct to the best of my knowledge:

Student’s Signature:	Date:
Parent’s Signature:	Date:

SECTION I: NOTARY’S CERTIFICATION OF ACKNOWLEDGEMENT (original hard copy must be mailed in – not faxed or scanned)

Only applicable if you are not able to appear in person with a government issued ID to the financial aid office.

State of _____, City/County of _____ on _____ (date),
Before me, _____ (notary’s name), personally appeared,
_____ (printed name of signer), and provided to me on

Basis of satisfactory evidence of identification _____ (type of government issued photo ID provided) to be the above name person who signed the foregoing instrument. **Place seal here.**

WITNESS by my hand and official seal _____ (notary signature)

My commission expires on _____ (date)

A 2015 IRS Tax Return Transcript may be obtained through –

1. **Use the IRS Data Retrieval Tool** - Directly import 2015 IRS data into your FAFSA while completing your initial FAFSA or if your FAFSA is already completed, you can import your tax information to your FAFSA. To import 2015 IRS data to your FAFSA, log into www.fafsa.gov and click on “Make Corrections”, then click on the “Financial Information” tab, select “Already Completed” from the drop-down box. Follow the directions. Click on “Link to IRS”. Enter the information (use the same information as provided on your 2015 IRS Tax Return) and click “Submit”, then click “Transfer My Tax Info”, the click “Transfer Now”.
2. **Online Request** – Go to www.irs.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”
3. **Telephone Request** – 1 (800) 908-9946 – Be prepared to wait on hold until a representative can assist you.
4. **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS Data Retrieval Tool or the IRS Tax Return Transcript within 2 to 3 week after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of the 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS Data Retrieval Tool or the IRS Tax Return Transcript within 6 to 8 weeks after the 2015 paper IRS income tax return has been received by the IRS.