



Financial Aid Office
2017 – 2018 V5 Verification Worksheet
Independent 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 spouse’s 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.**
- **Incomplete forms and/or documents will delay the continued processing of your financial aid.**
- **If your income is below \$11,000, complete the 2017-2018 Itemized Statement form to submit with this worksheet. The Itemized Statement form is located at http://www.asun.edu/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 spouse, if applicable
- Your children, if you provide more than half of their support from July 1, 2017 through June 30, 2018

Include other people as part of your household IF:

- They now live with you **AND** you provide more than half of their support **AND** will continue to provide more than half of their support from July 1, 2017 – June 30, 2018
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: STUDENT AND SPOUSE TAX AND INCOME INFORMATION

Student	Spouse	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 and will complete Section D and E of this form. <i>Submit all 2015 W-2 forms and other earning statement(s).</i>

NOTE: The best way to verify income is by using the IRS Data Retrieval Tool (DRT) on the FAFSA. If you have not already used the tool, go to www.fafsa.ed.gov, log in to the 2017-18 FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2015 IRS income tax information into the FAFSA. **After uploading tax data, please be sure to sign and submit the FAFSA. For electronic Tax Filers, it takes up to two weeks for IRS information to be available for the DRT; for paper Tax Filers, up to eight weeks.** If you have questions, please contact the ASUN Financial Aid Office.

Alternatively, you may request a 2015 Federal Tax Return Transcript directly from the IRS – not a photocopy of your tax return. To obtain an IRS tax return transcript, go to www.IRS.gov and click on the “Order a Return or Account Transcript” link, or call **1-800-908-9946**. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). **It takes up to two weeks for IRS income information to be available for the electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.**

SECTION D: NON FILERS OF IRS TAX RETURN

Complete this section if you, the student and/or your spouse will not file and are not required to file a 2015 income tax return with the IRS, but earned income from work in 2015. More information about who is required to file can be found at www.IRS.gov. If you are required to file a return, but have not, you must file your return in order to be considered for Federal Student Aid. **You may skip this section if you and your spouse both completed section C above.** In the following table, please list all earnings from work during 2015 and attach a 2015 W2 or 1099-MISC for each line item. Your application for student aid cannot be considered until all earnings from work can be verified with a W2 or 1099-MISC. If more space is needed, please attach a separate page to list your information.

Income for Nontax Filer			
Employer’s Name	Employee’s Name Student and/or Spouse	2015 Income	W2 or 1099 Attached?
		\$	
		\$	
		\$	
		\$	

For both student and/or spouse non-tax filer, provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016, that indicated a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority. A confirmation of non-filing can be obtained from the IRS using Form 4506-T and by checking box 7. If appropriate, a similar confirmation from another taxing authority (e.g., a U.S. territory or a foreign government) is also acceptable.

_____ Check here if confirmation of non-tax filing is provided.

_____ Check here if confirmation of non-filing will be provided later.

SECTION E: FINANCIAL RESOURCES

Complete this table with annual amounts for 2015. If an item does not apply to you or your spouse, then you **must** check “N/A”.

FINANCIAL RESOURCES	STUDENT	SPOUSE	N/A
Payments to tax-deferred pension and savings plans (Attach all W2 Forms) The amounts on W-2 forms in boxes 12a through 12d, codes D, E, F, G, H or S	\$	\$	
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 2017 – 2018 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:
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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)