

## 2014-2015 Independent Verification Worksheet (V5)

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The school will compare information from your FAFSA with 2013 Federal IRS Tax data, this form, and any other requested documents. If there are any differences between your FAFSA information and your documents Tusculum College may make or ask you to make corrections.

You must complete, sign and submit this worksheet along with any required documents to the Tusculum College Office of Financial Aid as soon as possible. After reviewing your file you may be asked for additional information. The law says that we have the right to ask you for this information before awarding Federal Student Aid.

If you have questions about this process, please contact the Office of Financial Aid as soon as possible to prevent delays.

As of 2013 IRS Federal Tax Return Transcripts or FAFSA IRS Data Retrieval is required for the Verification Process (more detail on Page 2). Signed copies of tax forms are not acceptable documentation.

### A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			School Assigned ID Number (last 5 digits)
City	State	Zip Code	Student's Date of Birth
Student's Email Address			Student's Home or Cell Phone Number

### B. Independent Student's Family Information

List the people in your (and your spouse's) household. Include:

- Yourself.
- Your spouse, if your current marital status is married (not separated).
- Your children and / or step-children, even if they do not live with you, **if**:
  - a) You will provide more than half of their support through June 30, 2015 **or**,
  - b) The children would be required to provide your information when applying for Federal Student Aid.
- Other people 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 through June 30, 2015 (exclude foster children).

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2014, and June 30, 2015. If more space is needed, please attach a separate page.

Full Name	Date of Birth	Relationship	College (Will be Enrolled at Least Half Time)
		<i>Self</i>	Tusculum College

**C. Verification of 2013 IRS Income Tax Return Information (Student and Spouse-if married)**

**Acceptable documentation: 2013 FAFSA IRS Data Retrieval (IRS DRT) or 2013 Federal Tax Return Transcript. Signed copies of tax forms are not acceptable documentation.**

**2013 IRS Data Retrieval (IRS DRT) through the FAFSA on the web.** This is the best way to verify income. If the student / spouse (if married) has not already used the IRS DRT, follow these directions:

- 1) Go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections,"
- 2) Navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and / or parent is eligible to use the IRS DRT.
- 3) It takes 2-3 weeks for IRS income information to be available for the IRS DRT for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers.
- 4) If you need more information about when, or how to use the IRS DRT see your financial aid administrator.

**2013 IRS Federal Tax Return Transcript.** To obtain an IRS tax return transcript:

- 1) Go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or
- 2) Call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript."
- 3) You will need: Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2013 IRS tax return was filed).
- 4) It takes 2-3 weeks for a 2013 IRS Tax Transcript to be available for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers.
- 5) It can take up to 10 business days to receive an IRS Tax Return Transcript.

1. **TAX RETURN FILERS**—If the student OR spouse (if married) filed or will file a 2013 IRS tax return, please complete this section.

**Check the box that applies – Student, Spouse (if married) or Both:**

- ☐ Student ☐ Spouse The IRS DRT has been used to retrieve and transfer 2013 IRS income tax return information to the FAFSA.
- ☐ Student ☐ Spouse The FAFSA IRS DRT has not yet been used AND it will be used once the 2013 IRS tax return has been filed.
- ☐ Student ☐ Spouse Are unable or choose not to use the FAFSA IRS DRT. The student and / or spouse (if married) will submit to the school a **2013 IRS Federal Tax Return Transcript**—not a copy of the income tax returns.
- ☐ Student ☐ Spouse The IRS tax return transcript is attached to this worksheet.
- ☐ Student ☐ Spouse The IRS tax return transcript will be submitted on \_\_\_\_\_.  
(Estimated date)

**Important Note:**, Please contact the Office of Financial aid for additional guidance if the student OR spouse (if married):

- ☐ Filed, or will file, an amended 2013 IRS tax return
- ☐ Was granted a filing extension by the IRS
- ☐ Were victims of IRS Identity Theft, or
- ☐ Have any other unusual tax filing circumstances

Please submit the Verification Form as soon as possible. You may submit the Tax Return Transcript separately.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

1. **NON-FILERS** — Complete this section if the student and / or spouse **will not file and are not required to file** a 2013 income tax return with the IRS.

**Section A: Check the box that applies – Student, Spouse (if married) or Both:**

- ☐ Student ☐ Spouse Was not employed and had no income earned from work in 2013.
- ☐ Student ☐ Spouse Was employed in 2013 (did not and are not required to file a tax return).

**Section B:** If you will not file and are not required to file a tax return, list below the names of all the student's and / or spouse's employers and the amount earned from each employer in 2013. **Please attach copies of all 2013 W-2 forms issued by employers.** List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Student Name or Spouse's Name	Employer's Name	2013 Amount Earned	IRS W-2 Attached?

**D. Verification of Child Support Paid in 2013**

Complete this section if the student and / or spouse (if married) **paid** child support in 2013.

Please indicate below the name of the person who paid the child support, to whom the child support was paid, the names of the children for whom child support was paid, and the total **annual** amount of child support paid in 2013 per child. *If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2013

**E. SNAP (Supplemental Nutrition Assistance Program - formerly known as food stamps) Benefits Confirmation**

- ☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2012 or 2013
- ☐ No SNAP benefits were received in 2012 or 2013 by any one listed in Section B on Page 1

**\*\*\*Please continue to page 4 to complete Section F and G\*\*\***

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

## F. High School Completion Status

Please check the document you will submit\* to verify the student's high school completion status when the student will begin college in 2014-2015:

- ☐ 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 Educational Development (GED) certificate or GED transcript.
- ☐ 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
- ☐ If State law requires a homeschooled student to obtain a secondary credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential
- ☐ If State law does not require a homeschooled 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 documents the successful completion of a secondary school education in a homeschool setting

*If the student is unable to obtain the documentation listed above, he or she must contact the Office of Financial Aid.*

\*If you have already submitted this documentation or plan to submit to Tusculum, please indicate which office it was or will be submitted and an approximate date:

- ☐ Admission Office. Sent (date): \_\_\_\_\_ OR Will send (date): \_\_\_\_\_
- ☐ Registrar's Office. Sent (date): \_\_\_\_\_ OR Will send (date): \_\_\_\_\_
- ☐ Other Office: \_\_\_\_\_ Sent (date): \_\_\_\_\_ OR Will send (date): \_\_\_\_\_

## G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date. If married, the spouse's signature is optional.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

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

*Submit this worksheet to the Tusculum College Office of Financial Aid.  
You should make a copy of this worksheet for your records.*

**\*\*\*Please continue to page 5 to complete Section H\*\*\***

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

#### H. Identity and Statement of Educational Purpose

You must verify your identity and sign a statement of Educational Purpose. There are two options for completing this section:

1. Appear in person at Tusculum College (main campus or any site locations) and present a valid government-issued photo identification.
2. If unable to appear in person you must provide an original notarized statement (form on page 6).

#### **Option 1 (appear in person)**

In order to verify your identity, present a valid government-issued photo identification (ID), such as, but not limited to:

- ☐ A driver's license
- ☐ Other state-issued ID
- ☐ Passport

The college will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the office at the institution authorized to college the student's ID.

#### **Statement of Educational Purpose.**

The student must sign in the presence of a Tusculum College Official:

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)  
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 Tusculum College for 2014-2015.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Tusculum College Staff ID Verification:      Verified by: \_\_\_\_\_      Date: \_\_\_\_\_

Valid Government-issued photo ID used to Verify Identity:

\_\_\_\_ Driver's License

\_\_\_\_ U.S. Passport

\_\_\_\_ Other Government/State Issued ID \_\_\_\_\_  
Type of State Issued ID

**Please submit the original of Section H; copies are not acceptable (for this section only).**

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Option 2 (unable to appear in person)**

*Only if unable to complete Option 1*

**Identity and Statement of Educational Purpose (To Be Signed With Notary)**

If the student is unable to appear in person at Tusculum College (main campus or site location) to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

**Statement of Educational Purpose.**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)  
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 Tusculum College for 2014-2015.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and provided to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of 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 \_\_\_\_\_  
(Date)

**Please submit the original of Section H; copies are not acceptable (for this section only).**