

2017-2018 Independent Verification Worksheet (V5)

Your 2017–2018 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 2015 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. If the corrections lead to changes in your aid eligibility a revised award letter will be sent. Any corrections made will generate an updated Student Aid Report (SAR).

You must complete, sign and submit this worksheet along with any required documents to the Tusculum College Office of Financial Aid. 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 disbursing Federal Student Aid.

SUBMISSION DEADLINE: June 1, 2017 *Verification paperwork received after this deadline may cause a delay in the processing of funds to your student account and cause a hold on your registration.*

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

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 (if known)
_____ 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 household, include:

- Yourself
- Your spouse
- Your children, even if they do not live with you **if** you will provide more than half of their support through June 30, 2018.
- Other people if they now live with you and you will **provide more than half of their support** and will continue to provide more than half of their support through June 30, 2018 (exclude foster children).

Write the names of all household members in the spaces below. Also, write in the name of the college for any household member, who is or will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018. *If more space is needed, please attach a separate page with the student's name and Social Security Number at the top.*

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

Student's Name: _____ SSN: _____

Verification of 2015 Income Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

An individual, who is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2015;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; *and*
- A copy of IRS Form W-2 for each source of employment income received for tax year 2015 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2015.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A **2015 IRS Tax Return Transcript** or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

An individual who filed or will file a 2015 income tax return with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government must provide:

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer's income and tax information required to be verified for tax year 2015; **or**
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the 2015 income tax return(s).

Student's Name: _____ SSN: _____

C. Verification of IRS Income Tax Return Information (Student and Spouse)

Acceptable documentation: 2015 FAFSA IRS Data Retrieval (IRS DRT) or 2015 Federal Tax Return Transcript. Signed copies of tax forms are not acceptable documentation.

IRS Data Retrieval (IRS DRT) through the FAFSA on the web. *****PLEASE ORDER A 2015 TAX TRANSCRIPT*****

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 spouse is eligible to use the IRS DRT. If the student/spouse filed separate tax returns, the IRS DRT cannot be used and the IRS Tax Return Transcript must be provided for each.
3. To obtain an IRS tax return transcript:
 - Get Transcript Online tool, which is available at www.irs.gov under the "Tools" tab by clicking "Get a tax transcript" and then "Get Transcript Online." The Get Transcript Online tool allows the user to immediately receive an online PDF version of their IRS Tax Return Transcript. The Get Transcript Online tool uses a new enhanced two-step, multi-factor authentication process that requires the user to register before submitting a transcript request.
 - To use the new 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). *Note that the IRS Get Transcript Online registration process will not result in any charges to the card or to the financial account.*
 - During the new Get Transcript Online registration process, the IRS will send the user a confirmation code via email and an authentication code via text. The IRS email and text will contain a one-time code that the user will use to finalize the Get Transcript Online registration. Note that the IRS will never request log-in information or personal data via email or text.
 - A tax filer who is not able to successfully register for the Get Transcript Online will be able to request a tax return transcript using one of the other methods discussed below.

Requesting Tax Transcripts by Mail, Paper, or Phone. *****PLEASE ORDER A 2015 TAX TRANSCRIPT*****

1. A tax filer may also obtain a tax return transcript by electronically submitting a transcript request using the IRS Get Transcript by Mail option at <https://www.irs.gov>, by submitting a paper Form 4506T-EZ or 4506-T, or by calling 1-800-908-9946. These request methods will result in the IRS mailing a paper transcript to the address on file with the IRS. Unless the tax filer has formally changed their address with the IRS (through the IRS change of address processes), the address on file with the IRS is the one used on the individual's last filed tax return.
2. IMPORTANT: The IRS does not accept requests for transcripts at its Taxpayer Assistance Centers.
3. It takes 2-3 weeks for a 2015 IRS Tax Transcript to be available for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers. It can take up to 10 business days to receive an IRS Tax Return Transcript.

D. TAX RETURN FILERS—if the student or spouse filed or will file a 2015 IRS tax return, please complete this section.

Check the box that applies – Student and/or Spouse:

- Student Spouse the student and/or spouse **has used the IRS DRT** in FAFSA on the Web to transfer 2015 IRS income tax return information to the FAFSA.
- Student Spouse the student and/or spouse **has not yet used the IRS DRT** in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information to the FAFSA once the 2015 IRS income tax return has been filed.
- Student Spouse the student and/or spouse is **unable or chooses not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2015 IRS Federal Tax Return Transcript**—*not* a copy of the income tax return.

Student's Name: _____ SSN: _____

E. Verification of Income Earned and Payments to Tax-Deferred Pensions and Retirement Savings

Provide copies of all 2015 IRS W-2 forms received for the student and/or spouse.

The W-2 is used to determine the correct amount of income earned from work and the payments to tax-deferred pensions and retirement savings as shown in the boxes 12a through 12d.

- Student Spouse The IRS W-2's are attached to this worksheet.
- Student Spouse The IRS W-2's will be submitted on _____.
(Estimated date)

F. IF YOU OR YOUR SPOUSE WILL NOT FILE AND ARE NOT REQUIRED TO FILE TAXES — Individuals who did not file an IRS tax return for the relevant tax year will, if they successfully register for Get Transcript Online, receive a PDF page indicating that the IRS has no record of a tax return being filed for the requested year. Individuals who are not able to successfully register to use the Get Transcript Online tool will need to request a Verification of Non-filing (VONF) letter using IRS Form 4506-T. Selected applicants who are non filers will be required to submit confirmation of non-filing from the IRS or other relevant taxing authority.

Contact a Tusculum College Financial Aid Administrator for further assistance.

Section A: Check the box that applies – Student, Spouse or Both:

- Student Spouse Were not employed and had no income earned from work in 2015.
- Student Spouse Were employed in 2015 (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 2015. **Please attach copies of all 2015 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 (if not required to file taxes)	Employer's Name	2015 Amount Earned	IRS W-2 Provided?

G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one spouse whose information was reported on the FAFSA must sign and date.

Student's Signature

Date

Spouse's Signature

Date

Please review your information for accuracy and remember to include the following:

- Student and Spouse's tax return transcript or the use of the IRS DRT transfer process.
- Student and Spouse's W-2 or wage and tax earnings statement obtained either from the employer or the IRS.

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.

Note: If we have reason to believe that any information on this form is inaccurate we may require supplemental documentation

Student's Name: _____ SSN: _____

H. 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 2017-2018:

- 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 DD Form 214 may serve as alternative documentation to verify high school completion if it indicates the student is a high school graduate
- A State certificate or transcript received by a student after the student passed a state- authorized examination(GED test, HiSet, TASC, or other state-authorized exam) that the state recognizes as the equivalent of a 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
- 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 home school (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 home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's spouse or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school 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 College, please indicate which office it was or will be submitted to 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): _____

Student's Name: _____ SSN: _____

I. 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:

Option 1: Appear in person at Tusculum College (main campus or any site locations) and present a valid government-issued photo identification.

Option 2: If unable to appear in person you must provide an original notarized statement (see reverse side).

OPTION 1 (appear in person)

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

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

Tusculum College will maintain a copy of your photo ID that is annotated with the date it was received and the name of the official at the institution authorized to validate your ID.

Statement of Educational Purpose.

You 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 2017-2018.

Student's Signature

Date

Student's ID Number

*****FOR INTERNAL USE ONLY*****

Tusculum College Staff Identity 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

Student's Name: _____ SSN: _____

Option 2 (unable to appear in person)

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

If you, the student are unable to appear in person at Tusculum College (main campus or site location) to verify your identity, you 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.
(To Be Signed in the Presence of a Notary)

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 the
educational purposes and to pay the cost of attending Tusculum College for 2017-2018.

(Student's Signature) (Date)

Student's ID Number

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)