



2017–2018 Verification Worksheet

Independent Student- Tracking Group V5

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding 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 and other required documents 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 administrator as soon as possible so that your financial aid will not be delayed.

Valid Government Issued Photo ID Required

A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's SSN or ID Number
Student's Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	@halifaxcc.edu
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with you.
- 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, 2018.

Include 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, 2017, and June 30, 2018. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	28	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		Self		

Student Name: _____

Student ID Number: _____

C. Independent Student's Income Information to Be Verified

Check only one box.

1. TAX RETURN FILERS

Important Note: If you (or your spouse, if married) filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://fafsa.gov), log in to your 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 Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies:

I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*

I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but I will use the tool to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA once I have filed a 2015 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until the IRS information has been transferred into your FAFSA.*

I, the student, am unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school a **2015 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> 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 2014 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

Check here if an IRS tax return transcript is attached to this worksheet.

Check here if IRS tax return transcript will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript has been submitted to your school.

2. TAX RETURN NONFILERS

Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2015 income tax return with the IRS. Please Note: You must submit to the school a 2015 Verification of Non-filing Letter from the IRS.

Check the box that applies:

The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2015.

The student (and/or the student's spouse if married) was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
ABC Shipping (example)	\$1,280	Yes

Student Name: _____

Student ID Number: _____

D. High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet.

Check the box of the document you will attach to this worksheet:

- Already submitted official HS/GED transcript to Admissions.
- High school diploma or high school transcript including Graduation date.
- Official documentation from high school counselor stating your graduation date and reason why high school diploma/transcript is unavailable.
- General Education Development (GED) Certificate.
- State certificate stating you have passed a State-authorized examination recognized as an equivalent of a high school diploma.
- Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor's degree.
- If you are a homeschooled student, a transcript or equivalent, signed by parent or guardian, listing secondary school courses you have completed and documentation that you have successfully completed secondary school education.
- If you are a homeschooled student, a secondary school completion credential provided under State law.
- If you do not have documentation meeting any of the above requirements, seeking an associate degree or its equivalent, and excelled academically in high school, you may provide documentation of the high school stating that you excelled academically in high school and documentation from your current/future postsecondary institution that you have met the formalized, written policies of admitting such students.

Student Name: _____

Student ID Number: _____

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

The student must appear in person at Halifax Community College to verify his or her identity by presenting a valid
(Name of Postsecondary Educational Institution)

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 with the date it was received and the name of the official at the institution authorized to collect the student's ID. If you cannot appear in person at the Financial Aid Office, you may complete the form in the presence of a notary public. The NOTARIZED form along with a copy of your government issued ID can be mailed to the Halifax Community College Financial Aid Office. Photocopies, faxes or email attachments of this document are not acceptable. The original must be mailed or delivered in person. In addition, the student must sign, in the presence of the institutional official or notary public, the following:

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the federal
(Print Student's Name)

student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

_____ for 2017-2018.

(Name of Postsecondary Educational Institution)

Student's Signature and Date

Financial Aid Administrator Signature and Date

Notary's Certificate of Knowledge

State of _____

County of _____

I, _____, a Notary Public for _____ County, _____ (state), do hereby certify that
_____ personally appeared before me this day and acknowledged the due execution of the forgoing
instrument and provided to me on the basis of satisfactory evidence of identification _____.

(Type of government issued photo ID provided)

Witness my hand and official seal this ____ day of _____, 20____.

Notary Public

My commission expires: _____

(Seal)

G. Certification and Signatures

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

I certify that all of the information reported on this worksheet is complete and correct. **The student must sign and date this worksheet.** If married, the spouse's signature is optional.

Student's Signature

Date

Spouse's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.

Halifax Community College / Financial Aid Office / PO Drawer 809, Weldon NC 27890 /www.halifaxcc.edu