Your 2015–2016 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.

### A. Independent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student’s SSN or ID Number</th>
<th>Student’s Date of Birth</th>
<th>Student’s Email Address</th>
<th>Student’s Alternate or Cell Phone Number</th>
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<tbody>
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<td></td>
<td>@halifaxcc.edu</td>
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</tbody>
</table>

### 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, 2015, through June 30, 2016, or if the child would be required to provide your information if they were completing a FAFSA for 2015–2016. 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, 2016.

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, 2015, and June 30, 2016. **If more space is needed, attach a separate page with your name and Social Security Number at the top.**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>28</td>
<td>Wife</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td></td>
<td></td>
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</tbody>
</table>

Form **IV5 (01-30-15)**
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 2014 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 2014 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, log in to your FAFSA record, select “Make FAFFSA 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 2014 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) 2014 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) 2014 IRS income information into my FAFSA once I have filed a 2014 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 2014 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 2014 income tax return with 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 2014.

   - [ ] The student (and/or the student’s spouse if married) was employed in 2014 and has listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is attached. Attach copies of all 2014 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.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Shipping (example)</td>
<td>$1,280</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Form IV5 (01-30-15)
D. Independent Student’s Other Information to Be Verified

1. Complete this section if someone in the student’s household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2013 or 2014 calendar years.

   One of the persons listed in Section B of this worksheet received SNAP benefits in 2013 or 2014. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2013 and/or 2014.

2. Complete this section if you and/or your spouse paid child support in 2014.

   Either I, or if married my spouse who is listed in Section B of this worksheet, paid child support in 2014. I have indicated below the name of the person who paid the child support, the name of the person 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 that was paid in 2014 for each child. If asked by my school, I will provide documentation of the payment of child support. If you need more space, attach a separate page that includes your name and Social Security Number at the top.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Jones (example)</td>
<td>Jane Doe</td>
<td>Jake Jones</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

E. 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.

Form IV5 (01-30-15)
F. 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 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 student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending ____________________ for 2015-2016.

(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 __________________________.

Witness my hand and official seal this ___ day of __________, 20__.

____________________________ Noteary 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

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