



**2019-2020 Verification Worksheet
(Dependent Student) Verification Tracking Group V5
(Page 1 of 2)**



Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. 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.

SECTION 1 INCOME VERIFICATION

- | | | | |
|-----|--|--------------------------|--------------------------|
| | | Yes | No |
| 1a. | Did you file, or were you required to file a U.S. Income Tax Return for 2017? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. | Did your parents file, or were your parents required to file, a U.S. Income Tax Return for 2017? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your parents) filed, **or were required to file**, a U.S. Income Tax Return for 2017, to satisfy this requirement please use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at www.fafsa.ed.gov. If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at www.irs.gov or by calling 1-800-908-9946. Other forms of income verification may be acceptable based on existing USDE rules. See a financial aid advisor at the school for more guidance.

If you (and/or your parents) did not file, **and were not required to file**, a U.S. Income Tax Return for 2017, you must list the source and amount of income earned during 2017 below, **provide copies** of W-2s or explain why W-2s are not available, and for parent(s) who are non-filer(s), you must submit a "Verification of Non-Filing" letter from the IRS to support the parent's non-filing status. This letter can be obtained by filing IRS form 4506-T and checking box #7.

IF YOU OR YOUR PARENT DID NOT WORK IN 2017 AND HAD NO EARNED INCOME IN 2017, PLEASE WRITE "DID NOT WORK" IN THE EMPLOYER COLUMN AND WRITE "\$0" OR "ZERO" IN THE APPLICABLE AMOUNT EARNED COLUMN.

Employer's Name	2017 Amount Earned by Student	2017 Amount Earned by Parents	You must include your IRS W2 or 1099. Explain here if it is not provided.

SECTION 2 FAMILY SIZE VERIFICATION

List the people in your family who will receive more than half of their support from your parents' resources from 7/1/19 through 6/30/20. Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/19 – 6/30/20. The first line should represent the student for whom this form is being completed, and whose signature will appear in the Certification at the bottom of this page. **DO NOT FORGET TO INCLUDE YOUR PARENT OR PARENTS WHO ARE PROVIDING THE SUPPORT FOR THE FAMILY.**

Full Name	Age	Relationship	College at Which Enrolled at Least Half Time
SELF / STUDENT			

**Your verification documentation is not yet complete.
Please continue to Page 2 of this worksheet to complete verification of additional information.**

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VERIFICATION OF STUDENT’S HIGH SCHOOL COMPLETION

You must provide one of the following documents as evidence of your high school completion status:

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript indicating that the student passed a State authorized examination (GED, HiSET, TASC, or other approved State authorized exam) that the State recognizes as the equivalent of a high school diploma.
- An academic transcript indicating that you have 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 school completion 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.

Completion of High School Abroad

If you completed secondary education in a foreign country and you are unable to obtain a copy of your high school diploma or transcript, you may document your high school completion status by obtaining a copy of a “secondary school leaving certificate” (or similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where you completed secondary school. To be eligible for federal aid your foreign high school credential must be at least equivalent to that of secondary education in the U.S.

VERIFICATION OF IDENTITY AND CERTIFICATION OF EDUCATIONAL PURPOSE

You must appear in person at the institution to verify your identity by presenting 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 are unable to appear in person, this document must be notarized)

In addition, you must sign, in the presence of the institutional official, the following Statement of Educational Purpose:

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the
Print Student’s Name

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

Capital Area School of Practical Nursing for 2019-2020.
Name of Postsecondary Educational Institution

_____/_____/_____
Student’s Signature **Date** _____/_____/_____ **School Official Witness Signature** **Date**

Student’s Document ID Number _____

Provide the ID number from the government-issued document used for proof of identity. This is typically the ID number on the Driver’s License, State Identification Card, Passport, or other acceptable government-issued identification document with a valid expiration date.

CERTIFICATION & SIGNATURE

Each person signing below certifies that all of the information reported on this worksheet is complete and correct.

_____/_____/_____
 Student’s Signature **Date**

_____/_____/_____
 Parent’s Signature (at least one must sign) **Date**

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