

2019-20 Verification Worksheet for Independent Student – Form 5

Student ID Number: S _____

Student Name: _____

Phone Number: _____

Form must be completed in blue or black ink. Failure to accurately complete this form may result in a delay of processing or change of financial aid eligibility. Additional documentation may be requested. Read instructions carefully before completing.

Section 1: High School Completion Status

Please submit documentation to verify you have completed a high school education. Acceptable documentation can include:

- A high school diploma or final official transcript. Transcripts must verify graduation completion date
- GED certificate or transcript
- A transcript that indicates that you have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree at any participating school
- Home school credential or transcript
- If high school completed in foreign country, a copy of the "secondary school leaving certificate" or similar document

Type of documentation submitted: _____

Designated institutional official: _____
(School official's printed name)**Section 2: Identity****MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

If unable to appear in person at the Financial Aid Office, you must complete this section with a notary

You must appear in person at _____ Financial Aid Office to verify your
(Name of institution)

identity by presenting a valid unexpired 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 your photo ID.

Type of documentation submitted: _____

Designated institutional official: _____
(School official's printed name)

Student ID Number: S _____

Section 3: Statement of Educational Purpose**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE****If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

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

I certify that I _____ am the individual signing this
 (Student's printed name)
 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 2019-2020.
 (Name of institution)

Student Signature: _____ Date: _____

Notary Section Instructions: Please Read

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification and high school documentation.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me _____
 (Date) (Notary's name)Personally appeared _____ and proved to me on the basis of
 (Printed name of signer)Satisfactory evidence of Identification _____ to be the above-named
 (Type of unexpired government-issued ID provided)

Person who signed the foregoing instrument.

My commission expires on _____, 20_____

Notary (Print): _____

Notary (Signature): _____

(Seal)

Student ID Number: S _____

Section 5: Income Information

• **TAX FILERS:**

- **If you and your spouse filed a 2017 Federal Income Tax Return**, you must either give the Internal Revenue Service (IRS) permission to transfer all 2017 tax information directly to the FAFSA through the IRS Data Retrieval Tool or submit a 2017 Federal Tax Return Transcript to the Financial Aid Office.
- **To obtain an IRS Federal Tax Return Transcript**, you may go to <http://www.irs.gov/individuals/get-transcript> and click on “Get a Transcript Online” or “Get a Transcript by Mail” or call 1-800-908-9946. Be sure to order the IRS Tax “Return” Transcript. If you and your spouse did not file 2017 taxes jointly, both you and your spouse should submit a Tax Return Transcript.

• **NON-TAX FILERS:**

- **If you and/or your spouse did not file a 2017 Federal Income Tax Return**, you are required to submit a Statement of Non-Filing and all 2017 W2s. To receive a 2017 Statement of Non-Filing, go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and complete Form 4506-T with **Box 7** checked. If you (the student) or your spouse are not able to locate your 2017 W2s, you can request to receive your Wage and Income Statement by checking **Box 8** on the 4506-T.

2017 Tax Filing Status: Only select one option for each individual

	Student	Spouse
1. Has used or plans to use the IRS Data Retrieval Tool to transfer tax information electronically on FAFSA.	<input type="checkbox"/>	<input type="checkbox"/>
2. Already has or plans to submit a copy of their 2017 IRS Federal Tax Return Transcript with this worksheet.	<input type="checkbox"/>	<input type="checkbox"/>
3. Has not filed, was not required to file, and had no income earned from work in 2017.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has not filed, was not required to file, but had income earned from work in 2017 as listed below, and already has or plans to submit all 2017 W2’s. If this box is selected, wage information must be completed below.	<input type="checkbox"/>	<input type="checkbox"/>

2017 Wage Information (Only Non-Filers)

*Only complete wage information for each person who selected **Option 4** in the previous chart.*

Non-Tax Filer	Name of Employer	2017 Income Earned
Student		\$
		\$
Spouse		\$
		\$

If more space is needed, attach a separate page with student’s name and student ID number.

By signing this document, I certify that the information is complete, true and accurate. I understand that purposely providing false or misleading information could result in criminal prosecution, a prison sentence, and/or a fine pursuant to U.S. Criminal Code and Colorado Criminal Code.

Student Signature: _____ Date: _____