

2018-2019 Verification Worksheet

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states 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, Sauk Valley Community College 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 sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Assistance Office. We may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed. Your financial aid will not be processed if you fail to turn in all required documentation.

A. Dependent Student's Information

Student's Name: _____ ID Number: _____

Social Security Number: _____

B. Dependent Student's Family Information

 List below the people in the parent's household. Include:

- The student.
- The parents (including a step-parent) even if the student doesn't live with the parents. ***Note: Beginning with the 14-15 Academic Year, you must include both biological parents if they live together, even if they are not married.**
- The parents' other children if the parents will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019 (additional proof of support may be required).

For any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2016, and June 30, 2018, include the name of the college. Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

If more space is needed, attach a separate page with the student's name and Student ID Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Circle Answer)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No
		<i>Self</i>		Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No

 Complete this section **only** if your parent listed above is currently single, separated, or divorced.

Name of Biological Parent 1 _____ Address _____

Name of Biological Parent 2 _____ Address _____

 Name or Address of Biological Parent 2 is unknown

C. Dependent Student's Income Information to Be Verified

I HAVE FILED OR WILL FILE TAXES

Instructions: Complete this section if you, the student, filed or will file a 2016 income tax return with the IRS. *The best way to verify income is by using the IRS DRT that is part of FAFSA on the Web.*

Check the box that applies:

- The student and spouse (if married & filed joint return), have used the IRS DRT in FAFSA on the Web to transfer the 2016 IRS income information into the student's FAFSA. *Sauk Valley Community College will use the IRS information that was transferred in the verification process.*
- The student and spouse (if married & filed joint return) have not yet used the IRS DRT, but will use the tool to transfer the 2016 IRS income information into the student's FAFSA. *Sauk Valley Community College cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student and spouse (if married) is unable or choose not to use the IRS DRT in FAFSA on the Web, and will submit to the school a **2016 IRS Tax Return Transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, complete IRS Form 4506-T, or call 1-800-908-9946. It takes two to three weeks for IRS income information to be available for electronic IRS tax return filers, and eight to eleven weeks for paper IRS tax return filers. **Verification cannot be completed until the IRS tax return transcript has been submitted to the Financial Assistance Office.***

↓ **Complete only one of these sections!** ↑

I DO NOT FILE TAXES—Complete this section if you, the student, will not file and are not required to file a 2016 income tax return with the IRS. Note: We may require you to provide documentation from the IRS that indicates that a 2016 IRS income tax return was not filed with the IRS.

Check the box that applies:

- The student and spouse (if married) were not employed and had no income earned from work in 2016.
- The student and/or spouse were employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the student and spouse by their 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 the student's name and Student ID Number at the top.*

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Verification of non-filing must be submitted. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, complete IRS Form 4506-T, or call 1-800-908-9946. **Verification cannot be completed until the IRS tax return transcript has been submitted to the Financial Assistance Office.***

- Mark here if the student had unusual tax filing circumstances.** Students with unusual tax filing circumstances should contact the Financial Assistance Office for further instructions.

D. Parent's Income Information to Be Verified

Important Note: The instructions below apply to each parent included in the household. Notify the Financial Assistance Office if parents filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

MY PARENTS HAVE FILED OR WILL FILE TAXES —

Instructions: Complete this section if the parents filed or will file a 2016 income tax return(s) with the IRS. *The best way to verify income is by using the IRS DRT that is part of FAFSA on the Web. If you need more information about when, or how to use the IRS DRT see instructions in the student's section or contact the Financial Assistance Office.*

Check the box that applies:

- The parents have used the IRS DRT in FAFSA on the Web to transfer the 2016 IRS income information into the student's FAFSA. *Sauk Valley Community College will use the IRS information that was transferred in the verification process.*
- The parents have not yet used the IRS DRT, but will use the tool to transfer the 2016 IRS income information into the student's FAFSA. *Sauk Valley Community College cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and will submit to the school a **2016 IRS tax return transcript**—not a photocopy of the income tax return. ***Parents who file Married Filing Separately or have had a change in Marital Status since filing taxes Must Chose This Option.** *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, complete IRS Form 4506-T, or call 1-800-908-9946. It takes two to three weeks for IRS income information to be available for electronic IRS tax return filers, and eight to eleven weeks for paper IRS tax return filers. Verification cannot be completed until the IRS tax return transcript has been submitted to the Financial Assistance Office.*

Complete only one of these sections!

MY PARENTS DO NOT FILE TAXES —Complete this section if parents will not file and are not required to file a 2016 income tax return with the IRS. Note: We may require you to provide documentation from the IRS that indicates that a 2016 IRS income tax return was not filed with the IRS.

Check the box that applies:

- Neither parent was employed nor had any income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the parents by their 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 the student's name and Student ID Number at the top.*

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Verification of non-filing must be submitted. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, complete IRS Form 4506-T, or call 1-800-908-9946. Verification cannot be completed until the IRS tax return transcript has been submitted to the Financial Assistance Office.*

- Mark here if the parent(s) had unusual tax filing circumstances.** Parent(s) with unusual tax filing circumstances, should contact the Financial Assistance Office for further instructions.

E. High School Completion Status

To verify the student’s high school completion status, you must provide the Admissions and Records Office one of the following documents:

- 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 state certificate or transcript received by a student after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) 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 homeschool student to obtain a secondary school completion credential (other than a high school diploma or its recognized equivalent), a copy of that credential has been provided.
- If state law does not require the 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.

If the student is unable to obtain the documentation listed above, the student should contact the Financial Assistance Office. The Financial Assistance Office will not apply aid to a student account until the student has met at least one of the above high school completion requirements. *Sauk Valley Community College cannot complete the verification process until the provided documentation has been evaluated by the Admissions and Records Office.*

F. 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 parent must sign and date.

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

Print Students Name

Student’s ID Number

Student’s Signature (Required)

Date

Parent’s Signature (Required)

Date

G. Identity and Statement of Educational Purpose

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

The student must appear in person at _____ to
(Name of Postsecondary Educational Institution)
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.

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

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's 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 2018-2019.
(Name of Postsecondary Educational Institution)

(Student's Signature) (Date)

(Student's ID Number)

(Financial Assistance Office Staff Signature) (Date)

Financial Assistance Office staff must copy a valid government-issued photo identification, such as, but not limited to, a driver's license, other state-issued ID, or passport here.