

**VERIFICATION WORKSHEET
DEPENDENT STUDENT
GROUP V5**

2019-2020

Last Name _____ First Name _____
 Last 4 Digits of SSN XXX-XX-_____ Date of Birth _____
(Month/Day/Year)
 Postal Address _____
 City _____ State _____ Zip Code _____
 Phone Number _____ Email _____

1. Household Members

Not required to verify/Does not apply

Number in College

Not required to verify/Does not apply

Last and First Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Applicant</i>	<i>Florida Technical College an Academic Unit of National University College</i>	

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.

2. Income Information

a. Taxable Income

Tax Return	Student	Parents
Not required to verify/Does not apply		
<u>Used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2017 IRS income tax return information into the student's FAFSA. (If filed separate 2017 IRS income tax returns, the IRS DRT cannot be used.)		
<u>Unable or choose not to use</u> the IRS DRT in <i>FAFSA on the Web</i> , and instead will provide the school with a 2017 IRS Tax Return Transcript(s). (If filed separated 2017 IRS income tax returns, the 2017 IRS Tax Return Transcript(s) must be provided for each.)		
Attached 2017 Tax Return signed copy. (Non-IRS income tax returns.)		
Attached copy of filed 2017 1040X		
Other documents; specify _____		

b. Non-taxable Income

Income	Parents
Not required to verify/Does not apply	
Confirmation of nonfiling is provided for 2017.	
Neither parent was employed, nor neither had income earned from work in 2017.	
One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. (Use table below to list every employer even if the employer did not issue an IRS W-2 form or an equivalent document.)	

Employer's Name or Source	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
Total Amount of Income Earned From Work		

3. High School Completion Status

Student (Provide one of the following documents:)	
	Copy of high school diploma.
	Copy of "secondary school leaving certificate" or other similar document.
	Copy of final official high school transcript (including the date when the diploma was awarded).
	A State certificate or transcript that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
	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.
	A secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
	A transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.
	Check this box if you are unable to obtain the documentation listed above. Indicate what high school completion evidence you can provide: _____

4. Identity and Statement of Educational Purpose (This section must be completed and signed in person at the Financial Aid Office in the presence of a financial aid officer or before a notary)

a. Complete in the presence of the Financial Aid Officer

Statement of Educational Purpose		
I certify that I _____ am the individual signing this		
<small>(Print Student's Name)</small>		
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 Florida Technical		
<small>(Name of Postsecondary</small>		
College an Academic Unit of National University College for 2019-2020.		
<small>Educational Institution)</small>		
_____	_____	_____
Student's Signature	Date	Student's ID Number
_____	_____	
Financial Aid Officer's Signature	Date	

b. Complete only if student is UNABLE to appear in person at the Financial Aid Office.
*Must complete Part 2-a of Identity and Statement of Educational Purpose.

FOR USE OF THE NOTARY

State of _____ City/County of _____ on _____,
(Date)

before me, _____ personally appeared, _____,
(Notary's Name) (Printed name of signer)

and proved to me on the basis of satisfactory evidence of identification _____
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Notary Signature)

My commission expires on _____.
(Expiration date)

(Seal)

Each person signing below certifies that all of the information reported is complete and correct.
The student and one parent whose information was reported on the FAFSA must sign and date.

Student Signature (required) _____ **Date** _____

Parent Signature (required) _____ **Date** _____

Instructions

Please read carefully the following instructions, to complete properly the worksheet. If assistance is needed, please contact your financial aid office at your campus.

1. Household Members and Number in College

a. Number of household members

- i. Check the box **Household members not required to be verified** if:
 1. Your household only includes two members and your parent's status is single, divorced, separated or widowed.
 2. Your household includes only three members and your parent's status is married or are unmarried and living together.
- ii. List the people in the parents' household. Include:
 1. Yourself (the student), even if you don't live with your parents.
 2. Your parents (including a stepparent).
 3. Your parents' other children (even if they do not live with your parents) if your parents will provide more than half of their support between July 1, 2019 and June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if a child does not live with the parents.
 4. Other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support between July 1, 2019 and June 30, 2020.

b. Number in college

- i. Check the box **Number in college not required to be verified** if:
 1. You are the only member of your household in college.

Include the information about any household member, excluding the parents, who is, or 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, 2019, and June 30, 2020, and include the name of the college. If more spaces are needed, attach a separate page with your name and ID number at the top. **(Do not include siblings who are in U.S. military service academies.)**

2. Income Information

The instructions apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax return or an equivalent document for 2017 or had a change in marital status after December 31, 2017. Check the box for you and your parent that applies in each category:

a. Taxable Income

- i. **Not required to verify/ does not apply:** if you or your parents received taxable income but did not file a 2017 tax return and are not required to file, according to instructions from the IRS or other relevant tax authority. If you or your parents did not generated taxable income.
- ii. **Used the IRS DRT in FAFSA on the Web:** if you or your parents filed or will file a 2017 IRS income tax return (s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.
- iii. **If unable or choose not to use the IRS DRT in FAFSA on the Web:** if you or your parents filed a 2017 IRS income tax return but will not use the IRS DRT, you must attach a **2017 IRS Tax Return Transcript** with this worksheet. To obtain the tax return transcript, you can use the following options:
 1. **Get Transcript by Mail** – Go to www.irs.gov, under the Tools heading, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
 2. **Get Transcript Online** – Go to www.irs.gov, under the Tools heading, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
 3. **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
 4. **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

- iv. **Attached 2017 Tax Return signed copy:** for individuals who filed Non-IRS income tax returns
 - 1. A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
 - 2. A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
 - 3. A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.
- v. **Attached copy of filed 2017 1040X:** for individuals who filed an amended IRS income tax return for tax year 2017 must provide a signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:
 - 1. IRS DRT information on an ISIR record with all tax information from the original tax return; or
 - 2. A **2017 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified.
- vi. **Other documents; specify**
 - 1. **Individuals granted a filing extension by the IRS** - An individual who is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2017, must provide:
 - a. A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2017;
 - b. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2017;
 - c. Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018;
 - d. A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2017 and,
 - e. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.
 - 2. **Individuals who were victims of IRS tax-related identity theft** - An individual who was the victim of IRS tax-related identity theft must provide:
 - a. A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
 - b. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

b. Non-taxable income

The instructions and certifications apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2017 income tax. Check the box for your parent that applies in each category:

i. Income

- 1. **Not required to verify/ does not apply**, if you completed section 2a
- 2. **Confirmation of nonfiling is provided** - Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 income tax return was not filed.
- 3. **Neither parent was employed, nor neither had income earned from work in 2017.**
- 4. **One or both parents were employed in 2017 and have listed the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided.** (Provide copies of all 2017 IRS W-2 forms or an equivalent document issued to the parents by their employers). List every employer even if the employer did not issue an IRS W-2 form or an equivalent document. If more spaces are needed, attach a separate page with your name and ID number at the top.

3. High School completion status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2019–2020:

- a. A copy of the student's high school diploma.
- b. For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- c. A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- d. A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- e. 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.
- f. For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- g. For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- h. For a former member of the military who is unable to obtain documentation of his or her high school diploma (or its recognized equivalent), or of a secondary school education in a homeschool setting, an institution may accept as alternative documentation a *DD Form 214—Certificate of Release or Discharge From Active Duty*—if the DD Form 214 indicates the individual is a high school graduate or equivalent.
- i. A refugee, an asylee, or a victim of human trafficking unable to obtain documentation of his or her completion of a secondary school education in a foreign country should follow the guidance provided in Foreign High School Diploma (FHD).

4. Identity and Statement of Educational Purpose**a. Statement of Educational Purpose**

This section must be completed and signed in person at the Financial Aid Office in the presence of a financial aid officer. The student must appear in person at **Florida Technical College an Academic Unit of National University College** to verify his or her identity by presenting an unexpired 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 by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

b. For use of the Notary

If the student is unable to appear in person at Florida Technical College an Academic Unit of National University College to verify his or her identity, the student must provide to the institution:

- i. A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- ii. The original Statement of Educational Purpose provided, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

5. Certifications and Signatures

If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Copy of this document must be kept in the student's file.