**LANE COLLEGE**

**2017-2018 Verification Worksheet**

**Dependent Student**

Your 2017–2018 (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 and your parents reported on your FAFSA. To verify that you provided correct information the Financial Aid Officer will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information will be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and all other required documents to the financial aid office. If you have questions about verification, contact your financial aid administrator, as soon as possible so that your financial aid will not be delayed. Documents must be submitted within 30 days of this request to ensure timely processing of your financial aid award. If you fail to submit the documentation we requested you may forfeit any eligibility you may have for the award year. Student loans cannot be processed after the term or semester ends in which you were enrolled.

**You and at least one parent must sign this form. Attach all requested documents, and submit them to our office.**

All sections of this form MUST be completed. The form will be returned to you if sections are left blank. This will delay processing of your financial assistance.

**A) STUDENT INFORMATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Last Name Student First Name Student M.I. Social Security Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Street Address (include apartment number if applicable) Student Date of Birth

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City State, Zip Code Student Email Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Home Phone Number (include area code) Cell Number or Alternate Number

**B) DEPENDENT STUDENT FAMILY INFORMATION**

List the people your parent(s) will support between July 1, 2017 and June 30, 2018. Include:

* Yourself and your parent(s) (including stepparent) even if you don’t live with your parent(s).
* Your parent(s)’ dependent children (if they provide more than half of their support, or if they would be required to give parental information if they were completing a FAFSA for 2017-2018).

Include other people as part of your family only if:

* They now live with your parent(s) and get more than half of their support from them **AND** will continue to get more than half of their support from your parent(s) through June 30, 2018. This usually means that your parent(s) took them as a dependent on their 2015 tax form and plans to claim them on their 2015 tax form.

Write the names below of all family members described above, including yourself. Also write in the name of the college for any family member listed who will be attending at least half-time between July 1, 2017 and June 30, 2018 (**excluding your parents)**, and will be enrolled in an **UNDERGRADUATE, degree seeking or certificate program**. If you need more space, attach a separate page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Full Name*** | ***Age*** | ***Relationship*** | ***College or University*** | ***Enrolled at least Half Time?*** |
| *Missy Jones(example)* | *18* | *Sister* | *Central University* | *Yes* |
|  |  | *Self* |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The best way to verify income is by using the IRS Data Retrieval Tool which is part of the FAFSA on the Web. If you did not use this tool originally, go to FAFSA.gov and log in. Select “Make FAFSA Corrections”, and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the FAFSA. It takes approximately two weeks after you file taxes electronically before the information is available for retrieval and up to eight weeks for those who file a paper IRS return filers. If an amended 2015 Tax Return was filed, or will be filed, contact our office. If you do not use the Data Retrieval Tool, Tax Return Transcript(s) must be submitted to our office. If you need a copy of your Tax Return Transcript go to www.IRS.gov and click on the “Order a Return Transcript or Account Transcript” link or contact the IRS at 1-800-908- 9946.

**C) TAX INFORMATION FOR 2015. CHECK BOX(ES) WHICH APPLY**

 Student selected the IRS Data Retrieval Tool for 2015 tax data when completing the FAFSA or will make correction to FAFSA. **Go to (D).**

 Student did not/will not use the IRS Data Retrieval Tool when completing or correcting the FAFSA. **Go to next box**.

 Student is attaching a copy of 2015 Tax Return Transcript, if not, **Go to next box.**

 Student will not and is not required to file a 2015 tax return. (**You must complete the NON TAX FILERS SECTION below if you had earnings**

 **But not file a tax return)**.

 Parent/Step-parent(s) selected the IRS Data Retrieval Tool when completing the FAFSA or they will make correction to FAFSA . **Go to (D).**

 Parent/Step-parent(s) did not/will not use the IRS Data Retrieval Tool when completing or correcting the FAFSA. **Go to next box.**

 Parent/Step-parent (s) is attaching a copy of my/our 2015 Tax Return Transcript, if not, **Go to next box.**

 Parent/Step-parent (s) will not and are not required to file a 2015 tax return. (You must complete the NON TAX FILERS SECTION below if you had

 earnings but did not file a tax return.

**Only non-tax filers must complete this section. W-2’s must be attached. If earnings were paid in cash, those earnings must be listed below.**

|  |  |  |  |
| --- | --- | --- | --- |
| If you were not required to file a 2015 tax return ,enter yearly amount of earnings | Student Amount | Mother/Stepmother Amount | Father/Stepfather Amount |
| Wage earnings: (submit all W-2s) |  |  |  |
| Cash earnings: (who reported cash earnings must sign this form which certifies the amount is true) |  |  |  |

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

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

 Check here if confirmation of nonfiling is provided.

 Check here if confirmation of nonfiling will be provided later.

**D) SIGNATURE REQUIRED**

Signing this form certifies that all the information reported on it is complete and correct. If I purposely give false or misleading information, I may be fined, be sentenced to jail, or both. I also understand that additional documentation may be requested at the time of review of submitted documents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date Parent Signature Date

**E) High School Completion Status**

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2017–2018:

* 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 copy of the student’s General Educational Development (GED) certificate or GED transcript.
* 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 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.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

**Document attached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

The student must appear in person at **LANE COLLEGE** to verify his or her 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.

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 **LANE COLLEGE** for 2017–2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student’s Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student’s ID Number)

**G) Identity and Statement of Educational Purpose (To Be Signed With Notary)**

If the student is unable to appear in person at **LANE COLLEGE** to verify his or her identity, the student must provide:

1. A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver’s license, other state-issued ID, or passport; and

(b) The original notarized Statement of Educational Purpose provided below.

**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 2017-2018.

 (Name of Postsecondary Educational Institution)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student’s Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student’s ID Number)

**Notary’s Certificate of Acknowledgement**

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, before me, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (Date) (Notary’s name)

Personally appeared, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and provided to me

 (Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                            (Type of government-issued photo ID provided)

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

**WITNESS my hand and official seal**

                        (seal)                                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Notary signature)

My commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)