

## 2018–2019 Verification Worksheet

### Dependent Student- Tracking Group V-5

# D-V5

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Before awarding Federal Student Aid (FSA), we are required to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may be corrected by our office. **You and the parent listed on your FAFSA must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid.** We may ask for additional information. If you have questions about verification, please contact the JC Office of Financial Aid at 517.796.8410.

### STEP 1: Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Social Security Number
Student’s Street Address (Include Apt. #)			Student’s Date of Birth
City	State	Zip Code	Student’s Primary Phone # (Include Area Code)
Student’s Preferred Email Address			Student’s JC ID Number

### STEP 2: Dependent Student’s Family Information

List below the people in your parents’ household. Include:

- Yourself and your parents, (including a stepparent), **even if you do not live with your parent(s)**.
- Your parents’ other children if your 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 they do not live with your parents.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019. **Exclude foster children.**

Include the name of the college for any household member who will be enrolled, at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student’s name and Social Security number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Continue to **Step 3**

**Step 3: Income Information to be Verified**

**Section 1: Tax Return Filers- *Choose only one option in each column in this section.***

**Instructions:** Complete this section only if the student/parent filed a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA online application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).* In most cases, no further tax documentation will be required if the income information is transferred into the student's FAFSA application through the IRS DRT; given the information transferred was not changed after the transfer by the FAFSA filer.

Student	Parent
<input type="radio"/> The student has used the IRS DRT in FAFSA application to transfer 2016 IRS income tax information into the student's FAFSA. Date completed: ___/___/___	<input type="radio"/> The student's parent has used the IRS DRT in FAFSA application to transfer 2016 IRS income tax information into the student's FAFSA. Date completed: ___/___/___
<input type="radio"/> The student is unable or chooses not to use the IRS DRT in their FAFSA application, and will provide the school with a <b>2016 IRS Tax Return Transcript</b> . <b>See Page 3 for Instruction</b>	<input type="radio"/> The student's parent is unable or chooses not to use the IRS DRT in their FAFSA application, and will provide the school with a <b>2016 IRS Tax Return Transcript</b> . <b>See Page 3 for Instruction</b>

**Section 2: Tax Return Non-Filers- *Choose only one option in each column in this section.***

**Instructions:** Complete this section if the student/parent will not file and *is not required to file* a 2016 income tax return with the IRS.

Student	Parent
<input type="radio"/> The student was not employed and no income earned from work in 2016.	<input type="radio"/> The student's parent was not employed and no income earned from work in 2016.
<input type="radio"/> The student was employed in 2016 and have <i>listed below the names of all employers in 2016</i> . Please provide a copy of IRS Form W-2 for each source of 2016 employment income received (or an equivalent document such as the Wage and Income Transcript); and IRS Verification of Non-Filing Letter dated on or after October 1, 2016. <b>See Page 3 for Instruction</b>	<input type="radio"/> The student's parent was employed in 2016 and have <i>listed below the names of all employers in 2016</i> . Please provide a copy of IRS Form W-2 for each source of 2016 employment income received (or an equivalent document such as the Wage and Income Transcript); and IRS Verification of Non-Filing Letter dated on or after October 1, 2016. <b>See Page 3 for Instruction</b>

Please list below the names of **all** employers in 2016 and whether a W-2 form is provided. Provide a W-2 for all employers. Please list all employers even if the employer did not provide a W-2 form.

Employer's Name	2016 Amount Earned	Student or Parent Income
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Student</i>

## Instructions for Obtaining Tax Information or an IRS Verification of Non-Filing Letter

### Using the IRS Data Retrieval Tool (Preferred Method)

The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you, and/or your parent(s) have not already used the Data Retrieval Tool, please follow the steps below:

1. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and log into the your FAFSA record.
2. Select “**Make FAFSA Corrections**”, and navigate to the Financial Information section of the form.
3. Follow the on screen instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer IRS income tax information onto your FAFSA.
4. Once you are connected to the IRS website, you will want to review your tax information for accuracy. Check the box to Transfer Tax information into the FAFSA and select Transfer Now. You will then be returned to the FAFSA web site, and the data transfer has been completed!
5. After successfully Transferring your IRS Data to your FAFSA make sure you sign your FAFSA with your FSA ID and submit your updated/corrected FAFSA for processing.

### Requesting a 2016 Tax Return Transcript

A **2016 Tax Return Transcript** may be obtained through:

- **U.S. Mail:** Go to [www.irs.gov](http://www.irs.gov). Under Tools heading, click “Get a Tax Transcript.” Click “Get a Transcript by Mail.” Select the **2016 IRS Tax Return Transcript**. *Note: The account transcript cannot be accepted. Please ensure you have selected the 2016 Tax Return Transcript.*
- **Online:** Go to [www.irs.gov](http://www.irs.gov). Under Tools heading, click “Get a Tax Transcript.” Click “Get a Transcript Online.” Create an account and follow prompts. Select the **2016 IRS Tax Return Transcript**. *Note: The account transcript cannot be accepted. Please ensure you have selected the 2016 Tax Return Transcript.*
- **Automated Telephone Request:** 1-800-908-9946
- **Paper Request Form:** IRS Form 4506T-EZ or IRS Form 4506-T

### Requesting an IRS Verification of Non-Filing Letter

An **IRS Verification of Non-Filing Letter** may be obtained through:

- **U.S. Mail:** Go to [www.irs.gov](http://www.irs.gov). Under Tools heading, click “Get a Tax Transcript.” Click “Get a Transcript by Mail.” Select the **Verification of Non-Filing Letter**.
- **Online:** Go to [www.irs.gov](http://www.irs.gov). Under Tools heading, click “Get a Tax Transcript.” Click “Get a Transcript Online.” Create an account and follow prompts. Select the **Verification of Non-Filing Letter**.
- **Automated Telephone Request:** 1-800-908-9946
- **Paper Request Form:** IRS Form 4506T-EZ or IRS Form 4506-T

Continue to **Step 4**

**STEP 4: 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 2018-2019:

- High school diploma or high school transcript including graduation date. –Continue to **STEP 5**
- Official documentation from high school counselor stating your graduation date and reason why high school diploma/transcript is unavailable. –Continue to **STEP 5**
- General Education Development (GED) Certificate. –Continue to **STEP 5**
- Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor’s degree. –Continue to **STEP 5**
- If you are a homeschooled student, a transcript or equivalent, signed by parent or guardian, listing secondary school courses you have completed and documentation that you have successfully completed secondary school education. –Continue to **STEP 5**
- If you are a homeschooled student, a secondary school completion credential provided under State law. –Continue to **STEP 5**

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

**STEP 5: Identity/Statement of Educational Purpose:** Choose **EITHER** Option 1 (Sign at JC) **OR** Option 2 (Sign with Notary)

**Option 1: Complete this Page in Person at JC**

You must present this form to **JC in person**. You must also bring the following (**original**) documentation/information so the JC staff can make a copy.

SOURCE DOCUMENTATION	RECEIVED/ MADE COPY BY JC STAFF	JC STAFF INITIALS
Valid government-issued photo identification, i.e., driver’s license, state identification card, military identification or passport.	<input type="checkbox"/> Yes	
High school diploma or General Educational Development (GED) certificate. If you were homeschooled, you must submit high school transcripts. A transcript must be signed by the parent or guardian and list the secondary school courses completed by the applicant. A secondary school completion credential, for homeschool, provided for under State law, is also acceptable.	<input type="checkbox"/> Yes	

**In-Person Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this 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 Jackson College for the 2018-2019 award year.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

I verified the applicant’s identity in person and received the above information directly from the applicant.

\_\_\_\_\_  
**JC Authorized Individual-Print**

\_\_\_\_\_  
**JC Authorized Individual-Signature**

\_\_\_\_\_  
**Date**

**STEP 6: Identity/Statement of Educational Purpose:**

**Option 2: If the student is unable to appear in person at JC to verify his or her identity, the student must complete this page in the presence of a notary and provide:**

- (a) 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 with ink signatures, **copies will not be accepted:**

**Not In-Person at Jackson College Statement of Educational Purpose**  
*(Must Be Signed by Notary)*

I certify that I \_\_\_\_\_ am the individual student signing this form and certify that  
 (Print Student's Name)  
 the Federal student financial assistance I may receive will only be used for educational purposes to pay the cost of attending Jackson College for the 2018-2019 award year.

\_\_\_\_\_  
Student's Signature (Required)\_\_\_\_\_  
Date\_\_\_\_\_  
Parent's Signature (Required)\_\_\_\_\_  
Date

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_,  
 (Date)

before me, \_\_\_\_\_ personally appeared  
 (Notary's Name)

\_\_\_\_\_, and provided to me on basis of satisfactory  
 (Printed Name of Student)

evidence of identification \_\_\_\_\_ to be the above-named person who  
 (Type of government-issued ID provided)  
 signed the foregoing instrument.

**WITNESS my hand and official seal**  
 (seal)

\_\_\_\_\_  
(Notary Signature)

My commission expires on \_\_\_\_\_  
 (Date)

**STEP 7: Certification and Signatures**

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

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. **A parent and student signature is required.**

\_\_\_\_\_  
Student's Signature (Required)\_\_\_\_\_  
JC Student ID #\_\_\_\_\_  
Date\_\_\_\_\_  
Parent's Signature (Required)\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education Submit this worksheet to the JC Office of Financial Aid for processing.  
 You should make a copy of this worksheet for your records.*