

**V-5 Aggregate Verification Group**  
**STUDENT INFORMATION ON VERIFICATION PROCEDURES**

The Department of Education has selected your application for Federal Student Aid for verification. Verification is the process your school uses to confirm that the data reported on your FAFSA is accurate. Your school is required to collect documentation that supports the information you reported.

If you used the Internal Revenue Service Data Retrieval Tool (IRS DRT) when filling out your FAFSA, and you have not changed any of the information retrieved, you will not have to verify that information. If you didn't use the IRS DRT and you're selected for verification, log back in at [www.fafsa.gov](http://www.fafsa.gov) to see whether you can use IRS DRT to fill in the relevant fields on your FAFSA. If not, your school may require you to submit a tax return transcript as part of the verification process. You can find your tax return transcript through the IRS's Get Transcript service at <http://www.irs.gov/Individuals/Get-Transcript>

You must provide the following checked information to the school in order to complete the verification process:

- Student and/or spouse tax transcript for year 2016 if you are unable to use IRS DRT
- Parent(s) tax transcript for year 2016 if you are unable to use IRS DRT
- Document from IRS or other relevant tax authority dated on or after 10/1/2017 to confirm Non-Tax Filer
- Completed Dependent Verification Worksheet
- Completed Independent Verification Worksheet
- Non-expired Government Issued Photo ID
- Proof of HS Completion
- Other \_\_\_\_\_
- Other \_\_\_\_\_

When the above information is received we will check the following for accuracy:

- ✓ High School Completion Status
- ✓ Identity/Statement of Educational Purpose

**Tax Filers**

- ✓ Adjusted Gross Income
- ✓ U.S. Income Tax Paid
- ✓ Untaxed Portions of IRA Distributions
- ✓ Untaxed Portions of Pensions
- ✓ IRA Deductions and Payments
- ✓ Tax Exempt Interest Income
- ✓ Education Credits
- ✓ Number of Household Members
- ✓ Number in College

**Nontax Filers**

- ✓ Income earned from work
- ✓ Number of Household Members
- ✓ Number in College

***Please be advised that the institution may require additional information if there is conflicting documentation in the student file.***

If errors exist the Institutional Student Information Record will be sent back for reprocessing. We will notify you within three weeks with a new award letter, if your award will change due to verification.

The Institutional Student Information Record (ISIR) must be processed by the students last day of attendance or by the date specified by USDE this award year, whichever comes first. Students who are selected for verification must complete the verification process (submit all required forms and have the ISIR corrected) within 120 days of their last day of attendance or by the date specified by USDE this award year, whichever comes first. If the student does not complete verification within the time frame the student will not qualify for Title IV at this institution.

***NOTE: If you do not turn the documentation in to your school within 30 days, you may need to pay cash to attend school until verification is completed. The school may take into account extenuating circumstances on this 30 day deadline.***

School: Glen Dow Academy

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Your 2018–2019 Free Application for Federal Student Aid (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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. Should additional space be required for any of the below fields, a separate sheet may be attached to complete the data. In addition, the student and parent will need to sign and date each additional sheet. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**A. DEPENDENT STUDENT'S FAMILY INFORMATION**

List below the people in the parents' household. Include: The parent(s)/stepparent; the student for whom verification is being completed; and other children whom the parent(s)/stepparent will provide more than half of the support for from July 1, 2018 through June 30, 2019 and/or whom the parent(s)/stepparent would be required to provide parental information for if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards even if they do not live with the parents. Also include other people if they now live with the parent(s) and the parent(s) provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2019. 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 an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019.

Full Name	Age	Relationship	College	At Least 1/2 Time
		<i>self</i>		<b>Yes</b>

**B. STUDENT'S INCOME INFORMATION TO BE VERIFIED - Check boxes that apply**

**TAX FILERS**

- The student has used the IRS DRT within the FOTW to transfer 2016 IRS income tax return information as of this date: \_\_\_\_\_
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2016 IRS Tax Return Transcript(s).

**NON-TAX FILERS** - Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

- The student was not employed in 2016, and therefore, didn't have any income earned from work.
- The student was employed in 2016 and has listed below the names of all 2016 employers and the amount earned from each. All applicable 2016 W-2(s) will need to be included. Provide copies of all 2016 IRS W-2 forms issued to the student by his/her employers. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2016 Amount Earned
	\$
	\$

**C. PARENT'S INCOME INFORMATION TO BE VERIFIED - Check boxes that apply**

**TAX FILERS**

- Parent 1,  Parent 2,  Both:  
- the parent(s) have used the IRS DRT in FOTW to transfer 2016 IRS income tax return information as of this date: \_\_\_\_\_
- Parent 1,  Parent 2,  Both:  
- the parent(s) is unable or chooses not to use the IRS DRT in FOTW, and instead will provide the school a 2016 IRS Tax Return Transcript(s).

**NON-TAX FILERS** - Complete this section if the parent will not file and is not required to file a 2016 income tax return with the IRS.

- Parent 1,  Parent 2,  Both:  
- neither parent was employed in 2016, and therefore, didn't have any income earned from work. Confirmation of non-filing from the IRS or other relevant taxing authority dated on or after October 1, 2017, will need to be included.
- Parent 1,  Parent 2,  Both:  
- one or both parents were employed in 2016 and has listed below the names of all 2016 employers and the amount earned from each. All applicable 2016 W-2(s) will need to be included. Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers. List every employer even if the employer did not issue an IRS W-2 form. Please attach confirmation of non-filing from the IRS or other relevant taxing authority dated on or after October 1, 2017.

Employer's Name	2016 Amount Earned
	\$
	\$

School: Glen Dow Academy

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. STUDENT'S OTHER INFORMATION TO BE VERIFIED**

**HIGH SCHOOL COMPLETION STATUS - Check the box that applies and provide a copy of the applicable document to indicate the student's high school completion status when the student begins college in 2018-2019**

- Documentation of high school completion obtained prior to the 2018-2019 award year
- Copy of student's high school diploma
- 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 for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential
- If State law does not require a homeschool 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- DD214 indicating that the individual is a high school graduate or equivalent (**Note** - this option should only be used if the student cannot obtain any other documentation that confirms completion of a secondary school education.)

**\* A student who is unable to obtain the documentation listed above must contact the financial aid office.**

School: Glen Dow Academy

Student Name: \_\_\_\_\_

SSN: \_\_\_\_\_

2. **IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE** – Student must sign the below statement (this does not replace the required signature(s) at the bottom of this form) in person and their unexpired government-issued photo ID kept on file. If they cannot be present at the school they must sign the statement in front of a Notary with the Notary's information also completed. The School representative must sign confirming they have copied the unexpired government-issued ID and will ensure it is maintained at the institution for the required Title IV record retention period.

**Check the box that applies:**       **In Person at the School**       **In Person in Front of a Notary**

**IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (To be signed at the institution)**

The student must appear in person at \_\_\_\_\_ to verify his or her identity by presenting  
(Name of Post Secondary Educational Institution)

an 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 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.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Print Student's Name)

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 Post Secondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

**School Official Certification**

I have received and reviewed \_\_\_\_\_ government-issued ID \_\_\_\_\_  
(Student Name) (Type of ID)

on \_\_\_\_\_  
(Date reviewed)

\_\_\_\_\_  
(School official signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

School: \_\_\_\_\_

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Notary's Certificate of Acknowledgement**

**IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (To be signed in the presence of a Notary)**

The student is unable to appear in person at \_\_\_\_\_ to verify his or her identity,  
(Name of Post Secondary Educational Institution)

the student must provide to the institution;

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

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

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and  
(Print Student's Name)

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 Post Secondary Educational Institution)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

**Notary's Certificate of Acknowledgement**

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

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

and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_ to be the above-named  
(Type of Government-Issued Photo ID Provided)

person who signed the foregoing instrument.



**WITNESS my hand and official seal**

\_\_\_\_\_  
(Notary's Signature)

My Commission Expires On: \_\_\_\_\_  
(Date)

**C. CERTIFICATION AND SIGNATURE**

By signing below, you certify that all of the information reported is complete and correct. *The student/parent reported on the FAFSA must sign and date.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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