

**V-1 Standard 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
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

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

**Tax Filers**

- ✓ Adjusted Gross Income
- ✓ U.S. Income Tax Paid
- ✓ Untaxed Portions of Individual Retirement Account (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 of this award year, 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, 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 for 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.***

**2018-2019 INDEPENDENT**

**STANDARD VERIFICATION GROUP**

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 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, you 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. STUDENT'S FAMILY INFORMATION**

List below the people in the student's household. Include: Yourself; your spouse if married; children whom you and/or your spouse will provide more than half of the support for from July 1, 2018 through June 30, 2019, even if a child does not live with the student. Include other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their 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**

- Student,  Spouse,  Both:  
 - used the IRS DRT in FOTW to transfer 2016 IRS income tax return information as of this date: \_\_\_\_\_
- Student,  Spouse,  Both:  
 - 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 student will not file and is not required to file a 2016 income tax return with the IRS.**

- Student,  Spouse,  Both:  
 - was not 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.
- Student,  Spouse,  Both:  
 - 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 and spouse 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
	\$
	\$
	\$

**C. CERTIFICATION AND SIGNATURE**

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

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

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

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