

2018-2019 V-5 Aggregate Verification Worksheet (Dependent)

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, ESCC is required to ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, ESCC Financial Aid administrators will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the ESCC Financial Aid Office. ESCC may ask for additional information if we have reason to believe the information reported below is inaccurate. If you have questions about verification, contact your financial aid administrator as soon as possible.

A. 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. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Dependent Student's Family Information – Number of Household Members and Number in College

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parent (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parent(s) 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 a child does not live with the parents.
- Other people if they now live with the parents and the parents 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.

Number in College: Include in the space below information about any household member who is, or 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, and include the name of the college. *If more space is needed, attach a separate page with the student's name and ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes/No)
		<i>Self</i>	<i>Enterprise State Community College</i>	

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS—Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the student and spouse filed or will file a 2016 federal 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 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to retrieve and transfer 2016 IRS income information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to retrieve and transfer 2016 IRS income information into the student's FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and the student will submit to the school a **2016 IRS tax return transcript**.

A 2016 IRS Tax Return Transcript may be obtained though:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.” The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax 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.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- 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.

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and **the 2016 IRS Tax Return Transcript(s)** must be provided for each.

- Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

2. TAX RETURN NONFILERS

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2016.
- The student and/or spouse were employed in 2016 and have listed below the names of all the student's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [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.

Student's Name: _____ ESCC ID #: _____

If more space is needed, attach a separate page with the student's name and Student ID at the top.

<u>Employer's Name</u>	<u>IRS W-2 Provided?</u>	<u>Annual Amount Earned in 2016</u>
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total amount of Income Earned from Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed by the student with the IRS or other relevant tax authority.

- Check here if confirmation of nonfiling is provided.
- Check here if confirmation of nonfiling will be provided later.

D. Dependent Student's Parent's Income Information to Be Verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—Important Note: The instructions below apply to each parent included in the household. Notify the Financial Aid Office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the parent(s) filed or will file a 2016 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 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to retrieve and transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to retrieve and transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT on FAFSA on the Web, and the student will provide the school with a **2016 IRS tax return transcript**.

A 2016 IRS Tax Return Transcript may be obtained though:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.” The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax 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.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **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.

If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript (s)** must be provided for each.

- Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

2. TAX RETURN NONFILERS— The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parents by their employer(s)]. *List every employer even if the employer did not issue an IRS W-2 form.*

<u>Employer's Name</u>	<u>IRS W-2 Provided?</u> <u>(Yes/No)</u>	<u>Annual Amount Earned</u> <u>in 2016</u>
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of parental nonfiling is provided.
- Check here if confirmation of parental nonfiling will be provided later.

E. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student begins college in 2018–2019:

- A copy of the student's high school diploma.
- For a student who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A 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 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.
- 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.
- 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.

If the student is unable to obtain the documentation listed above, he or she must contact the ESCC Financial Aid Office.

Student's Name: _____ ESCC ID #: _____

F. Identity and Statement of Educational Purpose (To Be Signed at ESCC)

The student must appear in person at Enterprise State Community 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.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

G. Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at Enterprise State Community to verify his or her identity, the student must provide to ESCC:

- a. A copy of the unexpired valid 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.

Identity and Statement of Educational Purpose

I certify that I, _____, am the individual signing this Statement of Educational
(Print Student's Name)

Purpose and that the Federal student financial assistance I receive will only be used for educational purposes and to pay the cost of attending Enterprise State Community College for 2018–2019.

(Student's Signature) (Date)

(Student's ESCC ID Number)

Notary's Certificate of Acknowledgement

State of _____, City/County of _____

On (Date) _____, before me (Name of Notary) _____

Personally appeared _____, and proved to me on the basis of satisfactory evidence of identification (Type of unexpired government issued photo ID) _____ to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal Notary signature _____

My commission expires on (Date) _____

Student's Name: _____ ESCC ID #: _____

Certifications and Signatures

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.

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

Do not mail this worksheet to the U.S. Department of Education. Fax this form to (334) 347-0191 or mail to: ESCC Financial Aid, P.O. Box 1300, Enterprise, AL 36331-1300. Aviation students should fax this form to (334) 774-0477 or mail to: ESCC-AAC Financial Aid, 3405 South US Hwy 231, Ozark, AL 36360.

Please make a copy of this worksheet for your records.