



**2017-2018
Verification Worksheet
Aggregate Verification Group**

**Independent Student
(INV517)**

Your 2017-2018 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. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Student's Information

| | | | |
|---|------------|----------|--|
| Student's Last Name | First Name | M.I. | S_____ |
| | | | Student's Identification (ID) Number |
| Student's Street Address (include apt. #) | | | Student's Date of Birth |
| City, | State, | Zip Code | Student's E-mail Address |
| Student's Home Phone Number (include area code) | | | Student's Alternate or Cell Phone Number |

Independent Student's Family Information

Clarification is needed for the total number of people reported in your household for the 2017-18 aid year.

How many people are in your household? Include:

- Yourself (and your spouse)
- Your children, if you will provide more than half of their support and you will continue to provide more than half of their support between July 1, 2017 and June 30, 2018.
- 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, 2018.
 - Include the people in your (and your spouse's) household who will be college students between July 1, 2017 and June 30, 2018. Always count yourself as a college student. Include others only if they will attend, at least half-time in 2017-2018, in a program that leads to a college degree or certificate.

| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time? |
|-----------|-----|--------------|---------|--------------------------------------|
| | | <i>Self</i> | | |
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Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Verification of 2015 Income Information for STUDENT Tax Filers

Important Note: IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA is NOT available for 2017-2018

Instructions: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student and spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

If the **STUDENT (and spouse)** filed a 2015 IRS income tax return, request the IRS Tax Transcript by following the instructions below:

A **2015 IRS Tax Return Transcript** may be obtained through:

- 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."
- 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."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

Generally, for filers of 2015 paper IRS income tax returns, the IRS Tax Return Transcript is available within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about obtaining an IRS Tax Return Transcript.

Verification of 2015 Income Information for STUDENT Nontax Filers

Instructions:

Complete this section if the **STUDENT (and spouse)** has not filed or will not file a 2015 IRS income tax return.

Check the box that applies:

- The student and/or spouse was not employed and had no income earned from work in 2015.
- The student and/or spouse was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student by their employers]. **List every employer even if the employer did not issue an IRS W-2 form.**

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

| Employer's Name | IRS W-2 Provided? | Annual Amount Earned in 2015 |
|---|-------------------|------------------------------|
| <i>(Example) ABC's Auto Body Shop</i> | Yes | \$4,500.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned From Work | | \$ |

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.
- For students 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 financial aid office.

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

The student must appear in person at COLLEGE OF THE SISKIYOU to verify his or her identity by
(Name of Postsecondary Educational Institution)

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 Statement of Educational
(Print Student's Name)

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 COLLEGE OF THE SISKIYOU for 2017-2018.
(Name of Postsecondary Educational Institution)

Student's Signature

Date

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

ORIGINALS MUST BE SENT TO COS – WE CANNOT ACCEPT COPIES OF A NOTARIZED SIGNATURE

If the student is unable to appear in person at _____ COLLEGE OF THE SISKIYOUSS _____ *to verify his or her*
(Name of Postsecondary Educational Institution)
identity, the student must 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.

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 may receive will only be used for educational purposes and to

pay the cost of attending _____ COLLEGE OF THE SISKIYOUSS _____ for 2017-2018.
(Name of Postsecondary Educational Institution)

Student's Signature

Date

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____,
(Date) (Notary's name)

personally appeared _____ and proved to me on basis of satisfactory
(Printed name of signer)

evidence of identification, _____, to be the above-named person who signed the
(Type of government-issued photo ID provided)

foregoing instrument. (PLEASE INDICATE TYPE OF GOVERNMENT ISSUED PHOTO ID AND ATTACH A COPY.)

WITNESS my hand and official seal

(Seal)

(Notary signature)

My commission expires on _____
(Date)

Certification and Signature

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Student's Signature

Date

Spouse's Signature (Optional)

Date

*Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.*

College of the Siskiyous, Financial Aid Office
800 College Avenue, Weed, CA 96064

Phone: 530-938-5209

Fax: 530-938-5367

FinancialAid@siskiyous.edu

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