

**2017-18 V5 Standard Verification Worksheet - Dependent**

Your 2017-18 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.

**A. Student's Information**

Student's Last Name	First Name	M.I.	Student's Identification (ID) 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. Household Size & Number in College**

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

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2018.

Number in College: Please 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 an eligible postsecondary educational institution any time between July 1, 2017, and June 30, 2018, include the name of the college.

If more space is needed, provide 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 or No)
		<i>Self</i>		

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.

## C. Student Income Information

**TAX FILERS PLEASE COMPLETE SECTION 1 ONLY**

**NON TAX FILERS PLEASE COMPLETE SECTION 2 ONLY**

### 1. Student Tax Return Filers

**Instructions:** Complete this section if the student filed a 2015 IRS income tax return(s). and chose not to use the IRS Data Retrieval Tool (DRT)

*The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).*

**Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 IRS income tax return 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 instead will provide the school a **2015 IRS Tax Return Transcript(s)**. (signature not required) )
  - Get Transcript by MAIL – Go to [www.irs.gov](http://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](http://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
    - Check here if a **2015 IRS Tax Return Transcript** is provided.
    - Check here if a **2015 IRS Tax Return Transcript** will be provided later.

---

**2. Student Non-Tax Return Filers**

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The student was not employed and had no income earned from work in 2015.
- The student 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	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000</i>	<i>Yes</i>

Individuals selected for verification that did not file a 2015 IRS income tax return are required to obtain a "Verification of Nonfiling" letter from the IRS.

The request for "Verification of Nonfiling" can be obtained online at [www.irs.gov](http://www.irs.gov):

1. Click on the "Get Transcript of Your Tax Records" link.
2. Select "Verification of Nonfiling Letter" and follow instructions. Or you may use IRS Form 4506-T and check box 7 (Form 4506-T must be mailed directly to the IRS).

Please note, a taxpayer may fail to file a tax return even though there is a filing requirement; the verification letter does not address whether or not the taxpayer should have filed a tax return.

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

## D. Parent Income Information

### TAX FILERS PLEASE COMPLETE SECTION 1 ONLY

### NON TAX FILERS PLEASE COMPLETE SECTION 2 ONLY

#### 1. Parent Tax Return Filers

**Instructions:** Complete this section if the parent(s) filed a 2015 IRS income tax return(s). and chose not to use the IRS Data Retrieval Tool (DRT)

*The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).*

#### Check the box that applies:

- The parent(s) has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
  
- The parent(s) is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. (signature not required) )
  - Get Transcript by MAIL – Go to [www.irs.gov](http://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](http://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
    - Check here if a **2015 IRS Tax Return Transcript** is provided.
    - Check here if a **2015 IRS Tax Return Transcript** will be provided later.

---

**2. Parent Non-Tax Return Filers**

The instructions and certifications below apply to the parent. Complete this section if the parent will not file and is not required to file a 2015 income tax return with the IRS.

**Check the box that applies:**

- The parent was not employed and had no income earned from work in 2015.
- The parent 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	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000</i>	<i>Yes</i>

Individuals selected for verification that did not file a 2015 IRS income tax return are required to obtain a "Verification of Nonfiling" letter from the IRS.

The request for "Verification of Nonfiling" can be obtained online at [www.irs.gov](http://www.irs.gov):

3. Click on the "Get Transcript of Your Tax Records" link.
4. Select "Verification of Nonfiling Letter" and follow instructions. Or you may use IRS Form 4506-T and check box 7 (Form 4506-T must be mailed directly to the IRS).

Please note, a taxpayer may fail to file a tax return even though there is a filing requirement; the verification letter does not address whether or not the taxpayer should have filed a tax return.

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

## E. High School Completion Status

Provide one of the following documents that will indicate your high school completion status when you begin college in 2017-2018:

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript you received after you passed a State-authorized examination (GED or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- If you completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- If you were homeschooled in a state where state law requires you 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 you were homeschooled in a state where state law does not require you 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 your parent or guardian, that lists the secondary school courses you completed and includes a statement that you successfully completed a secondary school education in a homeschool setting.

*\*Contact the financial aid office if you are unable to obtain the documentation listed above.*

## F. Identity and Statement of Educational Purpose

**The student must appear in person at Notre Dame of Maryland University 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.**

**Option 1:** The student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Option 2:** If the student is unable to appear in person at Notre Dame of Maryland University to verify his or her identity, the student must sign the below Identity and Statement of Educational Purpose in the Presence of a Notary and provide to the institution the following:

- (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.

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_, am the individual signing  
(Print Student's Name)

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  
\_\_\_\_\_ for the 2017-2018 academic year.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
(Student's Signature) (Date) Student's ID Number

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_  
City/County of \_\_\_\_\_  
On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

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

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

\_\_\_\_\_  
(Notary signature)

**G. Certification 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