



## Verification Worksheet – V5 Dependent 2019-20 Academic Year

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First Student ID

Your FAFSA was selected by the U.S. Department of Education for a review process called “Verification.” We are required by federal law to verify that the data provided on your FAFSA is accurate. If there are any discrepancies between your FAFSA and information provided on this worksheet, we will update your application, recalculate your aid eligibility, and notify you of any changes to your financial aid package.

This worksheet and any additional documentation required should be returned to Student Financial Services as soon as possible. All required documentation must be submitted and reviewed before verification can be completed.

**Verification must be completed before your financial aid can be applied to your student account and no later than the end of the first term of enrollment for the academic school year.** If verification is not completed, all academic year federal, state, and need-based Parker University aid will be canceled.

### A. Family Information

List the people in your parents’ household, including:

- Yourself and your parent(s) (including stepparent) even if you don’t live with your parents.
- Your parents’ other children, if (a) your parents will provide more than half of their support from July 1, 2019 - June 30, 2020, or (b) the children would be required to provide parental information when applying for Federal Student Aid.
- Other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 - June 30, 2020.

Provide the name of the college for any household member who will be attending college at least half-time between July 1, 2019 and June 30, 2020 and will be enrolled in a degree or certificate program.

Full Name	Age	Relationship	College 2019-20
		Self	Parker University
		Custodial Parent	Not Applicable
		Custodial Parent/Stepparent	Not Applicable
		Sibling	
		Sibling	

## B. Student 2017 Tax and Income Information

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Check only **ONE** box below.

- Check here if you have or will file a 2017 U.S. Income Tax Return.
- Check here if you have been granted a filing extension by the IRS. You must provide the following documentation:
- ✓ Copy of IRS Form 4868 or Copy of IRS Extension Approval
  - ✓ Copy of IRS Form W-2
- OR-
- ✓ **If self-employed** certify below the amount of your Adjusted Gross Income and U.S. Income Tax paid for tax year 2017.
- a. Adjusted Gross Income      \$ \_\_\_\_\_
- b. Income Tax Paid              \$ \_\_\_\_\_

- Check here if you did not earn any income and are not required to file a 2017 U.S. Income Tax Return.
- Check here if you earned income but are not required to file a 2017 U.S. Income Tax Return. You must provide the following documentation:
- ✓ Copy of IRS Form W-2 for each source of employment
- Check here if you earned income but did not receive a W-2. List your employer(s) and income received in 2017.

Source of Income	Amount
	\$
	\$

## C. Parent 2017 Tax and Income Information

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Check only **ONE** box below.

- Check here if you have or will file a 2017 U.S. Income Tax Return.
- Check here if you have been granted a filing extension by the IRS. You must provide the following documentation:
- ✓ Copy of IRS Form 4868 or Copy of IRS Extension Approval
  - ✓ Copy of IRS Form W-2
- OR-
- ✓ **If self-employed**, certify below the amount of your Adjusted Gross Income and U.S. Income Tax paid for tax year 2017.
- a. Adjusted Gross Income              \$ \_\_\_\_\_
- b. U.S. Income Tax Paid                \$ \_\_\_\_\_
- Check here if you did not earn any income and are not required to file a 2017 U.S. Income Tax Return.

Check here if you earned income but are not required to file a 2017 U.S. Income Tax Return. You must provide the following documentation:

✓ Copy of IRS Form W-2 for each source of employment

Check here if you earned income but did not receive a W-2. List your employer(s) and income received in 2017.

Source of Income	Amount
	\$
	\$

#### D. Parent 2017 Information

1. In 2016 and/or 2017 did you or anyone in your household receive Supplemental Nutrition Assistance Program (SNAP-Food Stamps) benefits?

No     Yes

-If Parker University believes the above question was answered inaccurately further documentation will be requested  
(ex: copy of food stamp card or letter from issuing agency).

2. In 2017 did you or your parent pay child support?

No     Yes, provide information below.

Name of Person who paid Child Support	Name of Person to whom Child Support was Paid	Name of Children for whom Child Support was Paid	Amount of Child Support Paid
			\$
			\$
			\$

#### E. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status as of the time the student will begin college in 2019–2020:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- 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 homeschooled 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 homeschooled 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 documents the successful completion of 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.

## F. Identity and Statement of Educational Purpose

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

The student must appear in person at Parker University to verify his or her identity by presenting a 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  
(Print Student's Name)

Statement of Educational Purpose and that the federal student financial assistance that

I may receive will only be used for educational purposes and to pay the cost of attending Parker University for 2019-2020.

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

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

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

## G. Next Steps:

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Schools must verify FAFSA data with information provided directly from the IRS. If you checked that you have filed a 2017 U.S. Income Tax Return you must retrieve your IRS data using one of the following two options. Instructions for using the IRS Data Retrieval Tool or requesting a Tax Return Transcript are available at: [IRSDataRetrievalInstructions](#)

Your federal tax return must be filed electronically at least two weeks prior to using the IRS Data Retrieval Tool to allow the IRS time to process your return. Paper filing will require six to eight weeks.

#### **Option 1: IRS Data Retrieval Tool – FAST – EASY – ACCURATE**

The easiest way to verify your FAFSA data with accurate tax information is by using the IRS Data Retrieval Tool. In a few simple steps, you may be able to view your tax information and transfer it directly into your FAFSA.

**Option 2: Tax Return Transcript** - If you do not want to use the IRS Data Retrieval Tool, are not eligible to use the tool, or you make changes after the retrieval process is completed, you must provide a 2017 Tax Return Transcript along with this verification worksheet. Tax filers can request a free transcript of their 2017 tax return from the IRS.

**NOTE:** If you are married and you and your spouse file separately on your 2017 U.S. Income Tax Return, you must provide an IRS Tax Transcript for both you and your spouse in order to complete Verification.

**NOTE:** Please do not submit any personal documents with personally identifiable information such as a Social Security number or date of birth. Please redact this information before submitting to the Office of Financial Aid.

## H. Verification by School Official

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I verify that the above listed student has appeared before me in person and has presented an unexpired valid government issued ID or passport. If the above listed student cannot appear in person, they must present to a notary an unexpired valid government-issued photo ID that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to a drivers license, or other state-issued ID or passport.

- An unexpired passport
- A valid unexpired driver's license or other state-issued ID
- An alternate unexpired valid government-issued ID \_\_\_\_\_ (indicate the ID type)

Furthermore, I have an annotated copy of this ID which includes the date it was received and the name of the person at this institution that was authorized to receive it.

\_\_\_\_\_  
Signature of Financial Aid Officer

\_\_\_\_\_  
Date

## I. Verification by Notary Public

*(Only to be used if student is unable to appear in person)*

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State of: \_\_\_\_\_

City/County of: \_\_\_\_\_

On: \_\_\_\_\_, before me, \_\_\_\_\_  
*(Date)* *(Notary's Name)*

personally appeared, \_\_\_\_\_, and provided to me on basis of satisfactory evidence of  
*(printed name of signer)*

identification \_\_\_\_\_ to the above-named person who signed the foregoing instrument.  
*(Type of government issued photo ID provided)*

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

\_\_\_\_\_  
*(Notary Signature)*

**My commission expires on** \_\_\_\_\_ *(Date)*