

## 2013-2014 Verification

Dear Client,

This letter contains information regarding the changes to the verification process for the 2013-2014 award year. In 2010 the Department published a series of program integrity regulations intended to improve the accuracy and delivery of federal student aid dollars. One set of these regulations covered the process of verification which is intended to ensure that information reported by the student on his/her FAFSA is accurate.

Verification procedures were largely unchanged for decades through the 2011-2012 award year, and only minor modifications to the procedures occurred for the current 2012-2013 award year. Beginning with the 2013-2014 award year however, verification has gone through its largest metamorphosis in its history. More changes are expected in future years in accordance with the Department's goal of a completely personalized/customized verification process, much like today's process of data matches and resulting "C" codes.

For the 2013-2014 award year, students' ISIRs that are selected for verification will be placed in one of five Verification Tracking Groups. The Verification Tracking Group to which an ISIR is assigned will dictate what data on the ISIR is subject to verification. Throughout the entire history of verification requirements, the one constant was that it never mattered why a file was selected for verification. You always performed the same procedures on every selected file. Beginning with 13-14, such is no longer the case. There are five separate verification groups and each has slightly different requirements. I say "slightly" because as you'll see, many of the data elements that need to be verified are similar to the data elements subject to verification in 12-13.

Your indication that an ISIR has been selected for verification will still be evidenced by an asterisk "\*" at the end of the student's EFC number. That has fortunately remained the same as in previous years. GEMCOR has modified its ISIR print software and "Quick View" ISIR format for 13-14 to more easily identify into which Verification Tracking Group an ISIR has been placed. The Verification Tracking Flag (which contains the group number) is easily and clearly displayed directly below the primary EFC on the ISIR. It is important to note that this specialized ISIR print format is unique to GEMCOR's Team Software System. If you use ISIR print software from another vendor or if you use the Department's EDEXpress System, it will be more difficult for you to identify the Verification Tracking Flag. In those cases, you must look to the "FAA Information" section of the student's ISIR. This section can be found on the bottom half of page 3 of a typical ISIR. The five Verification Tracking Groups/Flags are V1, V2, V3, V4, and V5.

The verification procedures you will follow do differ a bit among the five different codes. A brief explanation of each code is provided below but most importantly you should know that an ISIR flagged as a V1 verification group contains the exact same verification data elements and procedures as were in place for the 2012-2013 award year. It's also important to report to you that 89.2% of the 13-14 ISIRs selected for verification in GEMCOR's system are of the V1 variety. This is based on 15,000 ISIR records received by GEMCOR from the USDE as of the date of this publication. So there are new rules in place, but they currently affect less than 10% of the students selected for verification.

Regarding the 15,000 ISIRs received by GEMCOR thus far for 2013-2014, 5534 of them, or 36.9%, have been selected for verification. Of those 5534 that have been selected:

- 4937 (89.21%) are in the V1 Verification Group
- 82 (1.48%) are in the V2 Verification Group
- 49 (0.88%) are in the V3 Verification Group
- 107 (1.93%) are in the V4 Verification Group
- 359 (6.48%) are in the V5 Verification Group

As you can see from the above analysis, the overwhelming majority of ISIRs selected for verification so far for the 13-14 award year are in the V1 group. Those requirements are the same as they are for 12-13.

The five new Verification Tracking Groups are as follows:

<b>V1</b>	Standard Verification	Use the same verification rules as currently in place
<b>V2</b>	SNAP Verification	Verify ONLY the receipt of SNAP benefits
<b>V3</b>	Child Support Paid Verification	Verify ONLY the child support paid by the family
<b>V4</b>	Custom Verification	Verify High School Completion, Identity & Statement of Educational Purpose, SNAP Benefits, Child Support Paid
<b>V5</b>	Aggregate Verification	Complete verification for both V1 and V4 groups

Verification Tracking Group V5 is basically an “all of the above” approach and groups V1-V3 contain the same data fields as this year. Clearly the most significant change to the verification process is with the V4 group. These are brand new areas that are subject to verification. The two new fields added as potential items to verify are a student’s high school completion status and the student’s identity.

***Verifying HS Completion Status (Verification Tracking Flag = V4)***

The purpose of verifying a student’s HS (or its equivalent) completion status is two-fold. First, the USDE has long been concerned about high school “diploma mills” and this is one way to require further proof of a student’s secondary school education. Second, remember that the USDE itself publishes no requirement that you obtain a copy of HS diplomas, GED certificates, etc. The USDE still permits “self-certification”. Many accrediting agencies however, do require that its member schools obtain proof of HS education or its equivalent. With that said, if you already obtain copies of HS diplomas, GEDs, etc., then you will already possess HS verification in your student file that was probably received during the admissions process. You will then have satisfied this part of the V4 verification requirement. Verification of HS completion status will most likely only affect schools who do not obtain HS diplomas or equivalent documentation at the time of enrollment.

***Verifying Identity & Statement of Educational Purpose (Verification Tracking Flag = V4)***

The need for identity verification can best be linked to the explosion of distance education programs (online training) and the alleged resulting “fraud rings” that have been investigated over the years by the USDE Office of Inspector General. Verifying identity is intended to be done in person. Students must meet with a school official in person and present him/her with a copy of a valid, government-issued photo ID, such as a Driver’s license, State ID card, or passport. The school official must make a copy of the documentation, notate on it the date it was obtained and notate the name of the school official who accepted it. Once again, many schools may already obtain such documentation at the time of enrollment. If so, you may only have to modify some admissions procedures to ensure that the required notations on the documents are made by your staff. Then you will have already satisfied this part of the V4 verification requirements.

Concurrent with the process of verifying a student’s identity as described above, you must also require the student to sign a “Statement of Educational Purpose”. For any financial aid veterans out there, this certification dates back to the 1970’s. Yes it’s the same statement that was required ages ago, and that many schools used up until about 1990-91 when it was no longer required.

As previously stated, obtaining proof of identity and obtaining the signed Statement of Educational Purpose is expected to be done in person between an authorized school official and the student. There may be cases, however, when “in-person” meetings cannot take place such as with distance education programs, study abroad programs, or correspondence programs. If a student who has been selected for verification and assigned to tracking group V4 cannot appear in person to complete the verification requirements, the student must submit to the school **notarized** copies of the required government issued photo ID and the signed Statement of Educational Purpose. Ultimately someone will be required to meet this student in person. It will either be you during an in-person appointment with the student, or a notary as he/she is with the student as the student signs the necessary forms.

It is painfully clear that the V4 Verification Tracking Group presents the most changes and potential difficulty with the verification process. I would add the V5 group to that statement as well only because V5 is the “all of the above” category and includes the requirements of V4. What is fortunate is that these two categories only represent about 8½% of the total verification population so far. We do not know if these trends will continue, improve, or deteriorate.

To add insult to injury for many schools, the USDE has stated that it will not publish any verification worksheets for assistance with complying with the new rules. They have instructed schools to obtain the required documentation in whatever means it deems reasonable, and it may elect to develop its own worksheets. They have strongly discouraged schools from developing an all-inclusive, one size fits all form for use with all of the verification groups. GEMCOR has always developed its own verification worksheets and has strived to minimize duplication, wasted space, and paper.

To accommodate the Department’s advice against a single form, to accommodate our goals of reduced duplication, unnecessary text, and wasted resources, and to promote ease with completing the verification process at your office, we have published what we feel are very user friendly forms for 2013-2014. Enclosed with this letter are two attachments. One is a chart referred to as “Appendix C”. This is a USDE publication that we feel is a great resource tool to have nearby. It displays each of the five Verification Tracking Groups along with the ISIRs fields that need to be verified. Since many of the current requirements are rolling over to 13-14, a family’s income (subject to verification on all V1 and V5 files) is most definitely still a high priority verification item. All of the existing rules about using the IRS Data Retrieval Tool or obtaining Tax Return Transcripts are still in place without change.

The second attachment contains the Verification Worksheets prepared by GEMCOR for 13-14. You will find different worksheets for each of the five Verification Tracking Groups. Each one is clearly identified with the tracking group number to which it pertains. They were designed this way so your staff could easily grab the correct Verification Worksheet that coincides with the Verification Tracking Flag on the ISIR. A student will only be assigned to a single verification group so you will not have to be concerned about multiple forms. You will have separate worksheets for dependent and independent students placed in verification groups V1 and V5. This is because verification is lengthier with these two groups than with the others. We regret that for the first time ever we were unable to keep a verification worksheet down to a one-sided sheet. Because the “all of the above” V5 group was so extensive, the independent and dependent Verification Worksheets for group V5 contain two pages. They are clearly marked as such to help minimize incomplete verification. Be sure to commit to memory that V5 worksheets are 2 pages long. Regarding V2, V3, and V4, we were able to include both independent students’ and dependent students’ parents’ information on a single form with enough space for the necessary certifications and signatures. Please take some time to review the worksheets in detail. They will also provide additional explanations about the entire verification process for the 2013-2014 financial aid award year.

Sincerely,

Donald Grybas  
President  
GEMCOR, Inc.

APPENDIX C

2013–2014 Verification Tracking Groups  
FAFSA Information Required to be Verified

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V1	Standard Verification Group	<p>Tax Filers</p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of IRA Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Credits</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps)</li> <li>• Child Support Paid</li> </ul> <p>Non-Tax Filers</p> <ul style="list-style-type: none"> <li>• Income Earned from Work</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps)</li> <li>• Child Support Paid</li> </ul>
V2	SNAP Verification Group	<ul style="list-style-type: none"> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps)</li> </ul>
V3	Child Support Paid Verification Group	<ul style="list-style-type: none"> <li>• Child Support Paid by the student (or spouse), the student's parent, or both</li> </ul>

APPENDIX C

2013–2014 Verification Tracking Groups  
FAFSA Information Required to be Verified

Verification Tracking Flag	Verification Tracking Group Name	FAFSA Information Required to be Verified
V4	Custom Verification Group	<ul style="list-style-type: none"> <li>• High School Completion Status</li> <li>• Identity/Statement of Educational Purpose</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps)</li> <li>• Child Support Paid</li> </ul>
V5	Aggregate Verification Group	<ul style="list-style-type: none"> <li>• High School Completion Status</li> <li>• Identity/Statement of Educational Purpose</li> </ul> <p>Tax Filers</p> <ul style="list-style-type: none"> <li>• Adjusted Gross Income</li> <li>• U.S. Income Tax Paid</li> <li>• Untaxed Portions of IRA Distributions</li> <li>• Untaxed Portions of Pensions</li> <li>• IRA Deductions and Payments</li> <li>• Tax Exempt Interest Income</li> <li>• Education Credits</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps)</li> <li>• Child Support Paid</li> </ul> <p>Non-Tax Filers</p> <ul style="list-style-type: none"> <li>• Income earned from work</li> <li>• Number of Household Members</li> <li>• Number in College</li> <li>• Supplemental Nutrition Assistance Program (SNAP-Food Stamps)</li> <li>• Child Support Paid</li> </ul>



## 2013-2014 Verification Worksheet (Independent Student) Verification Tracking Group V1



Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

### SECTION 1 INCOME VERIFICATION

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | Yes                      | No                       |
| 1a. Did you file, or are/were you required to file a U.S. Income Tax Return for 2012?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. If married, did your spouse file, or is/was your spouse required to file, a U.S. Income Tax Return for 2012? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your spouse, if married) filed, **or are/were required to file**, a U.S. Income Tax Return for 2012 you must use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

If you (and/or your spouse, if married) did not file, **and are/were not required to file**, a U.S. Income Tax Return for 2012, you must list the source and amount of income earned during 2012 below and provide copies of W-2s forms to the financial aid administrator at the institution.

<i>Employer's Name</i>	<i>2012 Amount Earned by Student</i>	<i>2012 Amount Earned by Spouse</i>	<i>IRS W-2 Attached? (Yes/No)</i>

### SECTION 2 FAMILY SIZE VERIFICATION

List below the people in your household that will receive more than half of their support from you from 7/1/13 through 6/30/14. Also provide the name of any college/university/vocational school that a person in your household will attend on at least a half time basis during 7/1/13 – 6/30/14.

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College at Which Enrolled at Least Half Time</i>

### SECTION 3 CHILD SUPPORT PAID VERIFICATION

If you, or your spouse if married, paid child support during 2012, you must complete the section below with all information regarding the support paid.

<i>Name of Person Who Paid Child Support</i>	<i>Name of Person to Whom Child Support was Paid</i>	<i>Name of Child for Whom Support Was Paid</i>	<i>Amount of Child Support Paid in 2012</i>

### SECTION 4 FOOD STAMPS/SNAP BENEFITS VERIFICATION

Complete this section if someone in your household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| One of the persons included in my family size on my FAFSA received SNAP benefits in 2011 or 2012. | Yes                      | No                       |
| If asked by my school, I will provide documentation of the receipt of such SNAP benefits.         | <input type="checkbox"/> | <input type="checkbox"/> |

### CERTIFICATION & SIGNATURE

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

Student's Signature	/ /	Date
Spouse's Signature (Optional)	/ /	Date

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



## 2013-2014 Verification Worksheet (Dependent Student) Verification Tracking Group V1



Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

### SECTION 1 INCOME VERIFICATION

- |     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
|     |  | Yes                      | No                       |
| 1a. | Did you file, or are/were you required to file a U.S. Income Tax Return for 2012?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. | Did your parents file, or are/were your parents required to file, a U.S. Income Tax Return for 2012? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your parents) filed, **or are/were required to file**, a U.S. Income Tax Return for 2012 you must use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

If you (and/or your parents) did not file, **and are/were not required to file**, a U.S. Income Tax Return for 2012, you must list the source and amount of income earned during 2012 below and provide copies of W-2s forms to the financial aid administrator at the institution.

<i>Employer's Name</i>	<i>2012 Amount Earned by Student</i>	<i>2012 Amount Earned by Parent</i>	<i>IRS W-2 Attached? (Yes/No)</i>

### SECTION 2 FAMILY SIZE VERIFICATION

List below the people in your family that will receive more than half of their support from your parents from 7/1/13 through 6/30/14. Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/13 – 6/30/14.

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College at Which Enrolled at Least Half Time</i>

### SECTION 3 CHILD SUPPORT PAID VERIFICATION

If you, or your parents, paid child support during 2012, you must complete the section below with all information regarding the support paid.

<i>Name of Person Who Paid Child Support</i>	<i>Name of Person to Whom Child Support was Paid</i>	<i>Name of Child for Whom Support Was Paid</i>	<i>Amount of Child Support Paid in 2012</i>

### SECTION 4 FOOD STAMPS/SNAP BENEFITS VERIFICATION

Complete this section if someone in your household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| One of the persons included in my family size on my FAFSA received SNAP benefits in 2011 or 2012. | Yes                      | No                       |
| If asked by my school, I will provide documentation of the receipt of such SNAP benefits.         | <input type="checkbox"/> | <input type="checkbox"/> |

### CERTIFICATION & SIGNATURE

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

Student's Signature	Date
Parent's Signature (at least one must sign)	Date

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

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

## FOOD STAMPS/SNAP BENEFITS VERIFICATION

The Supplemental Nutrition Assistance Program (SNAP) may be known by another name in some states. For assistance in determining the name used in your state, please call 1-800-4FED-AID (1-800-433-3243).

### CERTIFICATION

By signing below, I certify that either myself or a member of my family who was included as a family member on the 2013-2014 FAFSA received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2011 or 2012. If asked by my school, I will provide documentation of the receipt of such SNAP benefits.

**INDEPENDENT STUDENT SIGNS HERE:**

**DEPENDENT STUDENT'S PARENT SIGNS HERE:**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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

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Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

### VERIFICATION OF HIGH SCHOOL COMPLETION

You must provide one of the following documents as evidence of your high school completion status:

- 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 copy of your General Educational Development (GED) certificate or GED transcript.
- An academic transcript indicating that you have 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.

### VERIFICATION OF IDENTITY AND CERTIFICATION OF EDUCATIONAL PURPOSE

You must appear in person at the institution to verify your identity by 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.

*(If you are unable to appear in person, this document must be notarized)*

In addition, you 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 Purpose and that the  
**Print Student Name Above**  
 federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending  
 \_\_\_\_\_ for the 2013-2014 award year.  
**Print School Name Above**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Student's Signature**                                      **Date**                                      **School Official Witness Signature**                                      **Date**

### VERIFICATION OF CHILD SUPPORT PAID (If included on FAFSA)

If you, or your spouse (if married), or your parent (if dependent) paid child support during 2012, you must complete the section below with all information regarding the support paid.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2012

### VERIFICATION OF FOOD STAMPS/SNAP BENEFITS (If included on FAFSA)

Complete this section if someone in your household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

One of the persons included in my family size on my FAFSA received SNAP benefits in 2011 or 2012.  
 If asked by my school, I will provide documentation of the receipt of such SNAP benefits.

Yes      No  
     

### CERTIFICATION & SIGNATURE

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Student's Signature                                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Parent's Signature (For Child Support Paid or SNAP Verification Only)                                      Date

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



**2013-2014 Verification Worksheet  
(Independent Student) Verification Tracking Group V5  
Page 1 of 2**



Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

**SECTION 1 INCOME VERIFICATION**

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | Yes                      | No                       |
| 1a. Did you file, or are/were you required to file a U.S. Income Tax Return for 2012?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. If married, did your spouse file, or is/was your spouse required to file, a U.S. Income Tax Return for 2012? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your spouse, if married) filed, **or are/were required to file**, a U.S. Income Tax Return for 2012 you must use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

If you (and/or your spouse, if married) did not file, **and are/were not required to file**, a U.S. Income Tax Return for 2012, you must list the source and amount of income earned during 2012 below and provide copies of W-2s forms to the financial aid administrator at the institution.

<i>Employer's Name</i>	<i>2012 Amount Earned by Student</i>	<i>2012 Amount Earned by Spouse</i>	<i>IRS W-2 Attached? (Yes/No)</i>

**SECTION 2 FAMILY SIZE VERIFICATION**

List below the people in your household that will receive more than half of their support from you from 7/1/13 through 6/30/14. Also provide the name of any college/university/vocational school that a person in your household will attend on at least a half time basis during 7/1/13 – 6/30/14.

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College at Which Enrolled at Least Half Time</i>

**SECTION 3 CHILD SUPPORT PAID VERIFICATION**

If you, or your spouse if married, paid child support during 2012, you must complete the section below with all information regarding the support paid.

<i>Name of Person Who Paid Child Support</i>	<i>Name of Person to Whom Child Support was Paid</i>	<i>Name of Child for Whom Support Was Paid</i>	<i>Amount of Child Support Paid in 2012</i>

**SECTION 4 FOOD STAMPS/SNAP BENEFITS VERIFICATION**

Complete this section if someone in your household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| One of the persons included in my family size on my FAFSA received SNAP benefits in 2011 or 2012. | Yes                      | No                       |
| If asked by my school, I will provide documentation of the receipt of such SNAP benefits.         | <input type="checkbox"/> | <input type="checkbox"/> |

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### VERIFICATION OF HIGH SCHOOL COMPLETION

You must provide one of the following documents as evidence of your high school completion status:

- 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 copy of your General Educational Development (GED) certificate or GED transcript.
- An academic transcript indicating that you have 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.

### VERIFICATION OF IDENTITY AND CERTIFICATION OF EDUCATIONAL PURPOSE

You must appear in person at the institution to verify your identity by 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.

*(If you are unable to appear in person, this document must be notarized)*

In addition, you 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 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 2013-2014 award year.

	/ /		/ /
<b>Student's Signature</b>	<b>Date</b>	<b>School Official Witness Signature</b>	<b>Date</b>

### CERTIFICATION & SIGNATURE

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

	/ /		/ /
Student's Signature	Date		
	/ /		/ /
Spouse's Signature (Optional)	Date		

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

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

### SECTION 1 INCOME VERIFICATION

- |     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
|     |  | Yes                      | No                       |
| 1a. | Did you file, or are/were you required to file a U.S. Income Tax Return for 2012?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 1b. | Did your parents file, or are/were your parents required to file, a U.S. Income Tax Return for 2012? | <input type="checkbox"/> | <input type="checkbox"/> |

If you (and/or your parents) filed, **or are/were required to file**, a U.S. Income Tax Return for 2012 you must use the IRS Data Retrieval process to electronically import your tax information into your FAFSA record. This can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you cannot use this option, you must provide the institution with an **IRS Tax Return Transcript** available either online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

If you (and/or your parents) did not file, **and are/were not required to file**, a U.S. Income Tax Return for 2012, you must list the source and amount of income earned during 2012 below and provide copies of W-2s forms to the financial aid administrator at the institution.

<i>Employer's Name</i>	<i>2012 Amount Earned by Student</i>	<i>2012 Amount Earned by Parent</i>	<i>IRS W-2 Attached? (Yes/No)</i>

### SECTION 2 FAMILY SIZE VERIFICATION

List below the people in your family that will receive more than half of their support from your parents from 7/1/13 through 6/30/14. Also provide the name of any college/university/vocational school that a person in your family will attend on at least a half time basis during 7/1/13 – 6/30/14.

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>College at Which Enrolled at Least Half Time</i>

### SECTION 3 CHILD SUPPORT PAID VERIFICATION

If you, or your parents, paid child support during 2012, you must complete the section below with all information regarding the support paid.

<i>Name of Person Who Paid Child Support</i>	<i>Name of Person to Whom Child Support was Paid</i>	<i>Name of Child for Whom Support Was Paid</i>	<i>Amount of Child Support Paid in 2012</i>

### SECTION 4 FOOD STAMPS/SNAP BENEFITS VERIFICATION

Complete this section if someone in your household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| One of the persons included in my family size on my FAFSA received SNAP benefits in 2011 or 2012. | Yes                      | No                       |
| If asked by my school, I will provide documentation of the receipt of such SNAP benefits.         | <input type="checkbox"/> | <input type="checkbox"/> |

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulations require that before awarding federal student aid, we ask you to confirm the information you reported on your FAFSA to verify that you provided correct information. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school.

**VERIFICATION OF HIGH SCHOOL COMPLETION**

You must provide one of the following documents as evidence of your high school completion status:

- 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 copy of your General Educational Development (GED) certificate or GED transcript.
- An academic transcript indicating that you have 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.

**VERIFICATION OF IDENTITY AND CERTIFICATION OF EDUCATIONAL PURPOSE**

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*(If you are unable to appear in person, this document must be notarized)*

In addition, you 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 Purpose and that the  
**Print Student Name Above**  
 federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending  
 \_\_\_\_\_ for the 2013-2014 award year.  
**Print School Name Above**

	/ /		/ /
<b>Student’s Signature</b>	<b>Date</b>	<b>School Official Witness Signature</b>	<b>Date</b>

**CERTIFICATION & SIGNATURE**

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

	/ /		/ /
Student’s Signature	Date		/ /
	/ /		/ /
Parent’s Signature	Date		/ /

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