

2013-14 Verification Worksheet for Dependent Students (D-V5 Aggregate)

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Federal Regulations require, we ask you to confirm the information you reported on your FAFSA before financial aid may be awarded. 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 to us in a timely manner to ensure the processing of your aid is not delayed.

A. Dependent Student's Information (please print)

Student's Last Name	First Name	M.I.	UDC Student ID#
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

List below the people in your parent(s)' household. Include:

- **Yourself and your parent(s)** (including a stepparent) even if you don't live with your parent(s).
- **Your parent(s)' other children** if your parent(s) will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the other children would be required to provide parental information if they were completing a FAFSA for 2013–2014. Include children who meet either of these standards, even if they do not live with your parent(s).
- **Other people if they now live with your parent(s)** and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013, and June 30, 2014. *If more space is needed, attach a separate page with the student's name and student ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		Self		

Student's Name _____ Student's ID Number _____
(Print)**C. Dependent Student's Income Information to Be Verified - Check the box that applies:**

_____ I, the student will not file and I am not required to file a 2012 income tax return with the IRS.

IMPORTANT NOTE: The student must **ALSO COMPLETE** and return a 2013-2014 Student Non-Filer Form. Skip to D.**OR**

_____ I, the student will file a 2012 income tax return with the IRS. Please continue below.

TAX RETURN FILERS—Important Note: Copies of all W-2's are required. Also, if the student filed, or will file, an amended 2012 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if you the student, filed or will file a 2012 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies (and remember, you must provide all W-2 copies as well, whichever is checked):_____ I, the student have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2012 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*_____ I, the student have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2012 IRS income information into the student's FAFSA once the student has filed a 2012 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*_____ I, the student am 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 **2012 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain a free IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2012 IRS tax return was filed). Adequate time from the date of filing your tax return (up to two weeks for IRS electronic filers, and up to eight weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. The IRS estimates allowing a minimum of 5 business days for your receipt of an available requested transcript.*_____ *Check here if the student's IRS tax return transcript is attached to this worksheet.*_____ *Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*



Office of Financial Aid
4200 Connecticut Avenue NW
Building 39, Room A-111
Washington, DC 20008
Phone: (202) 274-5060
Fax: (202) 274-6060
Email: finaid@udc.edu

Student's Name _____ Student's ID Number _____
(Print)

D. Parent's Income Information to Be Verified - Check the box that applies (if two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents):

☐ The parent(s) will not file and is not required to file a 2012 income tax return with the IRS.

IMPORTANT NOTE: The parent must **ALSO COMPLETE** and return a 2013-2014 Parent Non-Filer Form. Skip to E.

OR

☐ The parent(s) will file a 2012 income tax return with the IRS. Please continue below.

TAX RETURN FILERS—Important Note: Copies of all W-2's are required. Also, if the student's parent(s), filed or will file, an amended 2012 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student's parent(s) filed or will file a 2012 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box that applies (and remember, you must provide all W-2 copies as well, whichever is checked):

☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2012 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*

☐ The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2012 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*

☐ The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2012 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain a free IRS tax return transcript go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2012 IRS tax return was filed). Adequate time from the date of filing your tax return (up to two weeks for IRS electronic filers, and up to eight weeks for paper IRS filers) is necessary prior to requesting an IRS tax return transcript. The IRS estimates allowing a minimum of 5 business days for your receipt of an available requested transcript. If the parents are married, and separate 2012 tax returns were filed, 2012 IRS tax return transcripts must be submitted for each parent.*

☐ Check here if an IRS tax return transcript(s) is attached to this worksheet.

☐ Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

Student's Name _____ Student's ID Number _____
(Print)**E. High School Completion Status**

As per federal regulation, UDC Office of Financial Aid must receive documentation of your high school diploma, recognized equivalent or home-school credential.

NOTE: *The documentation must be submitted to the Office of Financial Aid, even if previously provided to another UDC office/department (such as the Office of Admission).*

Check the applicable documentation you will be submitting with this completed worksheet (check one):

a.) Copy of the student's high school diploma:

___ A copy of the student's high school diploma.

OR

b.) Copy of one of the recognized equivalents of student's high school diploma:

___ General Education Development certificate.

___ Certificate recognized by the state as an equivalent to a diploma.

___ Academic transcript showing successful completion of at least a two-year program fully acceptable toward a bachelor's degree.

___ Documentation that the student excelled in high school if the student did not complete high school, acceptable only if the student is enrolling in at least an associate's degree program.

OR

c.) Copy of one form of home-school documentation:

___ Transcript signed by student's parent or guardian documenting the successful completion of secondary education and listing the courses completed by the student.

___ State-issued home-school certification credential.

Student's Name _____ Student's ID Number _____

F. Supplemental Nutrition Assistance Program (SNAP) Information to be Verified

___ Not Applicable

___ One of the persons listed in Section B of this worksheet received SNAP benefits (formerly known as food stamps) during the 2011 or 2012 calendar years. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.

G. Parent's Child Support to be Verified

___ Not Applicable

___ One of the parents included in the household or the student paid child support in 2012. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2012 for each child.

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

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
<i>Mary Jones</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6000</i>

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

H. 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 information on this worksheet, you may be fined, be sentenced to jail, or both.

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

**PLEASE BE SURE YOU CHECKED ALL APPROPRIATE BOXES AND SUBMITTED
THE REQUIRED INFORMATION**

**INCOMPLETE VERIFICATION FORMS & NO SUPPORTING DOCUMENTATION
WILL DELAY THE PROCESSING OF YOUR AWARD PACKAGE**

***Do not mail this worksheet to the U.S. Department of Education.
Please submit to the UDC Financial Aid Office
Van Ness, Building 39, A-111 or the Community College, 3rd Floor, Room 305
Fax: 202-274-6060, EMAIL: finad@udc.edu***

Identity and Statement of Educational Purpose (In Person: V4-V5)

(To Be Signed In The Presence of a UDC Financial Aid Representative)

The student must appear in person at the **University of District of Columbia - Office of Financial Aid** 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. ***If you are unable to appear in person, please see the mail-in form and instructions on the back of this sheet.***

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 Name)

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 **The University of the District of Columbia for 2013-2014 Academic Year.**

(Student's Signature)

(Date)

N00 -

(UDC ID #)

For Office Use Only

Identification Presented/ Photocopied (Circle One):

- Valid Driver's License
- Valid Military Identification Card
- Valid Passport
- Valid Permanent Resident Card

Date Received : _____

Received/ Signed in the Presence of: _____



Office of Financial Aid
4200 Connecticut Avenue NW
Building 39, Room A-111
Washington, DC 20008
Phone: (202) 274-5060
Fax: (202) 274-6060
Email: finaid@udc.edu

Identity and Statement of Educational Purpose (By Mail: V4-V5) (To Be Signed In The Presence of a Notary*)

Mail Instructions (This Form May Not Be Faxed): If the student is unable to appear in person at the **University of the District of Columbia-Office of Financial Aid**. 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.

I certify that I, _____, am the individual signing this
(Print Student's Name)
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 **The University of the District of Columbia for 2013-2014 Academic Year.**

(Student's Signature)

(Date)

N00-

(UDC ID #)

****Student is responsible for any applicable notary fees.***

Notary's Certificate of Acknowledgement

State of _____
City/County of _____
On _____, before me, _____,
(Date) (Notary's name)
personally appeared, _____, and provided to me
(Printed name of signer)
on basis of satisfactory evidence of identification _____
(Type of 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)

My commission expires on _____