



# Office of Financial Aid

V5

## 2017 – 2018 Verification Worksheet Federal Student Aid Programs

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 (Department of Education) may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, financial aid administrators at Bowie State University will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected.

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

### A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security 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. Family Information

#### Dependent Students - Dependent Student's Family Information

List the people in your parent(s)' household include: (A) Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s). (B) Your parent(s)' other children, if your parent(s) will provide more than 50% of their 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 they do not live with your parent(s); (C) Other people if they now live with your parent(s) and your parent(s) provide more than 50% of their support and will continue to provide more than 50% of their support through June 30, 2018.

#### Independent Students - Independent Student's Family Information

List below the people in your household, include: (A) Yourself and (B) Your spouse, if you are married. (C) Your children, if any, if you will provide more than 50% of their support from July 1, 2017 through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with you. (D) Other people if they now live with you and you provide more than 50% of their support and will continue to provide more than 50% of their support through June 30, 2018.

**Include** the name of the college for any household member, excluding 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, 2017, and June 30, 2018. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self		

### C. Income Information to Be Verified

**Instructions:** Complete this section if you, the student, and /or student’s parent(s) filed or will file a 2015 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.*

- The student (and, if married, my spouse’s) and /or my parent(s), has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer) 2015 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student (and, if married, my spouse’s) /or my parent (s) , has not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my 2015 IRS income information into my FAFSA once I have filed my 2015 IRS tax return.
- The student (and, if married, my spouse’s) and/or my parent (s), am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2015 IRS tax return transcript(s)**—not photocopies of the income tax return. *Check here if an IRS tax return transcript(s) is attached to this worksheet.*

**Important Note:** To order a **TAX RETURN transcript**, call the IRS at 1-800-908-9946 or visit [www.irs.gov](http://www.irs.gov) . If student (or your spouse, if married) and/or parent (s) filed, or will file, an amended 2015 IRS tax return, you must submit a copy of the **1040X**.

**TAX RETURN NONFILERS**—Complete this section if the student and/or parent, will not file and is not required to file a 2015 income tax return with the IRS. **If you or your Parent(s) did not file taxes for 2015, you are required to submit a letter of non-filing status from the IRS. You may obtain this form at www.IRS.gov using form 4506T checking box 7.**

Check the box that applies:

- The student (and, if married, my spouse’s) /or my parent (s) was not employed and had no income earned from work in 2015.
- The student (and, if married, my spouse’s) /or my parent (s) was employed in 2015 and has listed below the names of all the student’s employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2015 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

### D. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and parent must sign this worksheet if Dependent. If Independent, just the student’s signature is required. If married, the spouse’s signature is optional.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Dependent Students Only)*

## E. 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.
- 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 (To be Signed at the Institution)

**\*\*Complete this section *only in the presence* of a BSU, Office of Financial Aid Employee OR a Notary Public.**

The student must appear in person at Bowie State University or before a Notary Public to verify his or her 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.

**In addition, the student must PRINT AND 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 ***Bowie State University for 2017–2018.***

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

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

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

\_\_\_\_\_  
(FAO Administrator's Signature)

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

**This original document and a copy of your valid photo ID must be returned to the Office of Financial Aid.**

\*\*\*\*\*

### Notary's Certificate of Acknowledgement (if applicable)

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
(Date) (Notary)

personally appeared, \_\_\_\_\_, has presented a valid  
(Signer/student)  
government-issued photo identification (ID) such as, but limited to a driver's license, other state issued ID, or passport.

(Seal) \_\_\_\_\_ My commission expires on \_\_\_\_\_  
(notary signature) (date)