

**V5 - AGGREGATE
2018-2019 DEPENDENT VERIFICATION**

Instructions:

1. Complete sections A-I. You must sign this worksheet.
2. **Appear in person** and show a Financial Aid staff member your valid government-issued photo ID and sign the Educational Purpose Statement in the presence of a Financial Aid staff member. If you are unable to appear in person, you must contact the Financial Aid Office for further instructions. Military ID is not acceptable for this form. A photo-copy of your ID will be taken. The financial aid office cannot process your application without this information.

Federal Student Aid Programs. Your application was selected for review in a process called “Verification.” In this process, the Financial Aid Office will compare information from your FAFSA application with your financial documents. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). The law says we have the right to ask you for this information before awarding federal aid. If there are differences between your application information and your financial documents, corrections to your FAFSA may be required.

A. Dependent 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. Dependent Student’s Family Information

This Section must include:

- Yourself
- Your parent(s)(including stepparent) even if you didn’t live with them
- Your parents’ other dependent (under 24) children, even if they didn’t live with your parent(s), if your parents provided more than half of their support from July 1, 2018, through June 30, 2019.
- **Include other people as part of your parents’ household ONLY IF:** They lived with your parents, and your parents provided more than half of their support and continued to provide more than half of their support from July 1, 2018, through June 30, 2019. Documentation may be required.

List yourself first, then all household members. If any household member, excluding your parent(s), attended college at least half time, in a degree or certificate program, include the name of the college. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time from 07/01/18-06/30/19
<i>Marty Jones(example)</i>	<i>28</i>	<i>Husband</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		



C: High School Completion Status

Provide one of the following documents to indicate the student’s high school completion status when the student begins college in 2018–2019:

- A copy of the student’s high school diploma.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State -authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

D. Identity Verification

I am appearing in person with my valid government-issued photo identification (driver’s license, state identification card, or passport). The financial aid office will make a copy. **EXPIRED IDENTIFICATION IS NOT ACCEPTABLE. Also, federal law prohibits copying military ID, therefore we cannot accept military ID.**

OR

I am attaching **a notarized copy** of my valid government-issued photo identification (driver’s license, state identification card, or passport). *** EXPIRED IDENTIFICATION IS NOT ACCEPTABLE. Also, federal law prohibits copying military ID, therefore we cannot accept military ID.**

E. Statement of Educational Purpose:

Completion of this section **MUST BE WITNESSED BY A FINANCIAL AID STAFF MEMBER.**

I am appearing in person to sign the statement below (**must sign statement in front of a financial aid staff member**).

I am unable to appear in person to submit the statement below, and therefore I have had the statement notarized. ***** (NOTE: Bates Technical College does not reimburse any notary fees that may be incurred by this federal requirement.)



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
Bates Technical College for 2018–2019.

(Student's Signature) (Date) Staff Initials

(Student's ID Number)

***Notary use only regarding sections D and E**

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)

My commission expires on

(Date)

F. Student and Parent Tax and Income Information

Student Tax and Income Information:

1. TAX RETURN FILERS—Important Note: If the student filed an amended 2016 IRS tax return, the student must contact the financial aid office before completing this section.

Instructions: Complete this section if the student filed 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If the student has not already used the IRS DRT tool, go to FAFSA.gov and log into 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 2016 IRS income tax information into the student's FAFSA. In most cases, no further documentation is needed to verify 2016 income information that was transferred in to the student's FAFSA using the IRS DRT, if that information was not changed by the FAFSA filer. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid office.*

Check the box that applies:

The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.

The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2016 IRS income return information into the student's FAFSA. *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.***

The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2016 IRS tax return transcript (s)**—not a photocopy of the income tax return.

-A 2016 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL**— Go to 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." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE**— Go to 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." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text -enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The Transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request**— 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form**—IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

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.**

2. TAX RETURN NONFILERS—Complete this section if the student will not file and was not required to file a 2016 income tax return with the IRS.

Check the box that applies:

The student was not employed and had no income earned from work in 2016.

The student was employed in 2016 and has listed below the names of all employers, and the amount earned from each employer in 2016, and whether an IRS W-2 forms is provided [Provide copies of all 2016 IRS W-2 forms and/or 1099 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	Annual Amount Earned In 2016	IRS W-2 or Equivalent Document Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>YES</i>
<i>Total Amount for Income Earned from Work: \$</i>		

G. Parent's Tax and Income Information:

1. TAX RETURN FILERS—Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parent(s) filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016. The student's financial aid office must also be contacted before completing this section; if the student's parent(s), filed an amended 2016 IRS tax return.

Instructions: Complete this section if the student's parent(s) filed or will file a 2016 income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. 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 2016 IRS income tax information into the student's FAFSA. In most cases, no further documentation is needed to verify 2016 income information that was transferred in to the student's FAFSA using the IRS DRT, if that information was not changed by the FAFSA filer. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid office.*

Check the box that applies:

The student's parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 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(s) have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income information into the student's FAFSA. *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 student's parent(s) are unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide a **2016 IRS Tax Return Transcript(s)**—not a photocopy of the income tax return.

- A 2016 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL**— Go to 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." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE**— Go to 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." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text -enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The Transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request**— 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form**—IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Check here if the parent(s) 2016 IRS tax return transcript is attached to this worksheet.

Check here if the parent(s) 2016 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.**

2. TAX RETURN NONFILERS—The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and was not required to file a 2016 income tax return with the IRS.

Check the box that applies:

Neither parent(s) was employed and neither had income earned from work in 2016.

One or both parent(s) were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document was provided [Provide copies of all 2016 IRS W-2 forms and/or 1099 forms issued to the parent/s 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	Annual Amount Earned In 2016	IRS W-2 or Equivalent Document Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>YES</i>
<i>Total Amount for Income Earned from Work: \$</i>		

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of non-filing is provided.
 - Check here if confirmation of nonfiling will be provided later.
- Verification cannot be completed until confirmation of nonfiling has been submitted to the students school.**

H. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

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