

Verification Worksheet (Group V5)

Student Name _____ SCCC ID# _____

Address _____ City _____ State _____ ZIP _____

Home Phone Number (include area code) _____ Cell Phone Number _____

Your application was selected for review in a process called "Verification". Verification is a process governed by Federal regulations and is used to ensure that the information applicants report on the Free Application for Federal Student Aid (FAFSA) is accurate. In this process, SCCC will compare information from your 2020-21 FAFSA to the documents you provide. If there are differences, your FAFSA information may need to be corrected. You and at least one parent (if Dependent) must complete, sign and submit this worksheet to the Financial Aid Office. Additional information may be requested. Please monitor your portal for additional requests and important information.

Please check one:

- I am a Dependent Student [who needs to provide parental information] I am an Independent Student

Student - What is your current marital status?

- Single Married Remarried Divorced or Separated Widowed Month/Year of status: _____

For Dependent Students - What is your parents' current marital status?

- Married Remarried to Step-parent Widowed - Month/Year of status: _____
 Divorced or Separated - If Divorced/Separated, who is your Custodial Parent? Name _____ Relationship: _____
 If a custodial parent is remarried, their spouse's information is required on this form.
 Never Married/Unmarried and both biological parents living together (both parents' income information is required on the FAFSA)
 Never Married/Single Parent

A. Student's Household Family Information [For Dependent & Independent Students]

Dependent Student - List 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, 2020 through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. 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, 2021.

Independent Student - List the people in **your household**. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2020 through June 30, 2021, or if the child would be required to provide your information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

Full Name	Age	Relationship to Student	Will attend college at least half time in 2020-2021?	If yes, Name of College
		Self	Yes [] No []	SCCC
			Yes [] No []	
			Yes [] No []	
			Yes [] No []	
			Yes [] No []	
			Yes [] No []	

NAME: _____ SCCC ID#: _____

B. Student’s Income Information to Be Verified [For Dependent & Independent Students].

Important Note: Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2018 or if the student had a change in marital status after December 31, 2018.

STUDENT AND SPOUSE INCOME AND TAX INFORMATION (Check only the one box which applies to you)

<p><input type="checkbox"/> I (and/or spouse if married) filed a 2018 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer my 2018 IRS income tax information. (If the student and spouse filed separate 2018 Income Tax Returns, the IRS DRT cannot be used and the 2018 IRS Tax Return Transcript(s) must be provided for each.)</p>												
<p><input type="checkbox"/> I (and/or spouse if married) filed a 2018 Federal Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I have attached a <u>signed</u> copy of my 2018 Federal Tax Return or a copy of the Tax Return Transcript from the IRS.</p> <p>I have attached a <u>signed</u> copy of my 2018 Federal Tax Return or IRS Tax Return Transcript. Check here _____</p> <p>I have attached a <u>signed</u> copy of my spouse’s separate 2018 Federal Tax Return or Tax Return Transcript from the IRS. Check here _____</p> <p><i>To obtain an IRS tax return transcript, go to www.irs.gov and click on “Get Your Tax Record” then “Get Transcript by Mail” and request the 2018 TAX RETURN TRANSCRIPT. Or call the Automated Telephone Request 1-800-908-9946. Transcripts are generally received via US Mail within 10 business days.</i></p>												
<p><input type="checkbox"/> I (and/or spouse if married) was employed in 2018 and had income, but was not required to file and did not file a 2018 Federal IRS Tax Return.</p> <p>Independent Students (and their spouse if applicable) must complete a <i>Verification of Non Filing Status Form – Student</i>, that indicates a 2018 Federal income tax return was not filed with the IRS or other relevant tax authority.</p> <p>Confirmation of Independent Student/Spouse’s non-filing documentation is attached. Check here _____</p> <p>List Student’s (and spouse’s if married) 2018 Income Below and Attach Copies of 2018 W2 Wage and Income Statements:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 40%;">Employer’s Name</th> <th style="width: 30%;">Amount Earned in 2018</th> <th style="width: 30%;">IRS W2 Attached? (Yes/No)*</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>* If you did not include copies of your W2 Forms, please explain why you were not able to provide them:</p> <p>_____</p> <p>_____</p>	Employer’s Name	Amount Earned in 2018	IRS W2 Attached? (Yes/No)*									
Employer’s Name	Amount Earned in 2018	IRS W2 Attached? (Yes/No)*										
<p><input type="checkbox"/> I (and/or spouse if married) was not employed in 2018, did not have income, was not required to file and did not file a 2018 Federal IRS Tax Return.</p> <p>Independent Students (and their spouse if applicable) must complete a <i>Verification of Non Filing Status Form – Student</i>, that indicates a 2018 Federal income tax return was not filed with the IRS or other relevant tax authority.</p> <p>Confirmation of Independent Student/Spouse’s non-filing documentation is attached. Check here _____</p>												

C. Parent’s Income Information to Be Verified [For Dependent Students Only]

Important Note: Notify the Financial Aid Office if the student’s parents filed separate IRS income tax returns for 2018 or if the parents had a change in marital status after December 31, 2018.

PARENT(S)’ INCOME AND TAX INFORMATION (Check only the one box which applies to you)

Parent(s) filed a 2018 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) in my FAFSA to retrieve and transfer 2018 IRS income tax information. (If the parent and spouse filed separate 2018 Income Tax Returns, the IRS DRT cannot be used and the 2018 IRS Tax Return Transcript(s) must be provided for each.)

Parent(s) filed a 2018 Federal Tax Return, but DID NOT use the IRS Data Retrieval Tool (DRT). I have attached a signed copy of my parent(s) 2018 Federal Tax Return Transcript or Tax Return Transcript from the IRS.

I have attached a signed copy of my parent(s) 2018 Federal Tax Return or Tax Return Transcript from the IRS. Check here _____

I have attached a signed copy of my parents’ separate 2018 Federal Tax Returns or Tax Return Transcripts from the IRS. Check here _____

To obtain an IRS tax return transcript, go to www.irs.gov and click on “Get Your Tax Record” then “Get Transcript by Mail” and request the 2018 TAX RETURN TRANSCRIPT. Or call the Automated Telephone Request 1-800-908-9946. Transcripts are generally received via US Mail within 10 business days.

Parent(s) were employed in 2018 and had income, but were not required to file and did not file a 2018 Federal Tax Return. (Parent(s) of Dependent Students must complete a *Verification of Non Filing Status Form – Parent*, that indicates a 2018 Federal income tax return was not filed with the IRS or other relevant tax authority.)

Confirmation of Parent(s) non-filing documentation is attached. Check here _____

List Parent(s)’ 2018 Income Below and Attach Copies of 2018 W2 Wage and Income Statements:

Employer’s Name	Amount Earned in 2018	IRS W2 Attached? (Yes/No)

* If you did not include copies of your W2 Forms, please explain why you were not able to provide them:

Parent(s) were not employed in 2018, did not have income, were not required to file and did not file a 2018 Federal IRS Tax Return. (Parent(s) of Dependent Students must complete a *Verification of Non Filing Status Form – Parent*, that indicates a 2018 Federal income tax return was not filed with the IRS or other relevant tax authority.)

Confirmation of Parent(s) non-filing documentation is attached. Check here _____

NAME: _____ SCCC ID#: _____

D. High School Completion Status [For Dependent & Independent Students]

Provide one of the following documents to the Financial Aid Office that indicates the student's high school completion status at the beginning of the 2020-2021 academic year.

- 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 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).
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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.

E. Certification and Signatures

I/we certify that all of the information reported on this worksheet is complete and correct.

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

STUDENT SIGNATURE [FOR INDEPENDENT & DEPENDENT STUDENTS]

DATE

PARENT SIGNATURE [FOR DEPENDENT STUDENTS ONLY]

DATE

*Do not mail this worksheet to the U.S. Department of Education or NJ Higher Education Student Assistance Authority (NJHESAA).
Submit this worksheet to the Financial Aid Office at Sussex County Community College.
You should make a copy of this worksheet for your records.*

A. Identity and Statement of Educational Purpose [For Dependent & Independent Students]

ONLY to be completed in person at SCCC or in front of a Notary.

Complete EITHER Page 5 in Person at the SCCC Financial Aid Office OR Page 6 in the Presence of a Notary.

The student must appear **in person** at **Sussex County Community College** to verify his or her identity by presenting an unexpired valid **government-issued photo identification (ID)**, such as, but not limited to, a driver's license, other state-issued ID or passport. Sussex County Community College will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose

I certify that I, _____, am the individual signing

(Student's Name – *Please print clearly*)

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 Sussex County Community College for 2020-2021.

Student's Signature

Date

Student's ID Number

Authorized Official Use Only – (Retain Original)

Receiver's Information

Type of Document Received and Reviewed

Designee SCCC Employee Signature

Date

Designee SCCC Name (*Please print clearly*)

Do not mail this worksheet to the U.S. Department of Education or NJ Higher Education Student Assistance Authority (NJHESAA).

Submit this worksheet to the Financial Aid Office at Sussex County Community College.

You should make a copy of this worksheet for your records.

Student Name _____ SCCC ID# _____

Address _____ City _____ State _____ ZIP _____

Home Phone Number (include area code) _____ Cell Phone Number _____

*****Complete This Side With A Notary*** ONLY if the Student Cannot Appear In Person at SCCC**

If the student is unable to appear in person at **Sussex County Community College** to verify his or her identity, the student must provide to the institution:

- a. A copy of the unexpired valid **government-issued photo identification (ID) that is acknowledged in the notary statement below**, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID or passport; and
- b. The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Identity and Statement of Educational Purpose

I certify that I, _____, am the individual signing
(Student's Name – *Please print clearly*)

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 Sussex County Community College for 2020-2021.

I further certify that I have presented valid, government-issued photo identification (ID) as proof of my identity.

Student's Signature

Date

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On (Date) _____, before me (Notary's Name), _____

Personally appeared (Printed name of signer), _____, and proved to me on basis of satisfactory evidence of identification _____ (Type of ID) to be the above-named person who signed the foregoing instrument.

Witness my hand and official seal

Seal

My commission expires on _____

Date

Notary Signature