

2020-2021 Verification Worksheet

Dependent Student – Tracking Group V5

Your 2020-2021 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 may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, the financial aid office at John A. Logan College 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. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the John A. Logan College Financial Aid Office. John A. Logan College may ask for additional information. If you have questions about verification, contact the Financial Aid Office at John A. Logan College as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's SSN or ID 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

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, 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. Additional documentation may be required to include them in the household.

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, 2020 and June 30, 2021. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

[illegible]

Student Name: _____

Student ID Number: _____

C. Dependent Student's Income Information to Be Verified

- 1. TAX RETURN FILERS - Important Note:** If the student filed, or will file, an amended 2018 IRS tax return, the student must contact the financial aid office as soon as possible.

Instructions: Complete this section if the student filed or will file a 2018 income tax return with the IRS. .

Check the box that applies:

- ☐ The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 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.*
- ☐ The student will submit to the school a **2018 IRS tax return transcript** – not photocopies of 1040, 1040A, or 1040EZ income tax returns. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Get My Tax Record" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."*
- ☐ Check here if the student's 2018 IRS tax return transcript is attached to this worksheet.
- ☐ Check here if the student's 2018 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 is not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2018.
- ☐ The student was employed in 2018 and has listed below the names of all the student's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 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	IRS W-2 Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Student Name: _____

Student ID Number: _____

D. Parent's Income Information to Be Verified

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. ***If the parents are married, and separate 2018 tax returns were filed, 2018 IRS tax return transcripts must be submitted for each parent.***

1. TAX RETURN FILERS

Important Note: If the student's parent(s), filed or will file, an amended 2018 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 2018 income tax return with the IRS.

Check the box that applies:

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 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.*
- ☐ The parent will submit to the student's school a copy of the parent's **2018 IRS tax return transcript(s)**—not photocopies of 1040, 1040A, or 1040EZ income tax returns. *To obtain an IRS tax return transcript go to www.irs.gov and click on the "Get My tax Record" link, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." ***If the parents are married, and separate 2018 tax returns were filed, 2018 IRS tax return transcripts must be submitted for each parent.****
- ☐ Check here if a 2018 IRS tax return transcript(s) is attached to this worksheet.
- ☐ Check here if a 2018 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.

2. TAX RETURN NONFILERS

Complete this section if the student's parent(s) will not file and is not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- ☐ Neither parent was employed, nor neither had income earned from work in 2018.
- ☐ One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the parent(s) by employer(s). *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	IRS W-2 Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2018 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 non-filing will be provided later. *Verification cannot be completed until the proper documentation has been submitted to the student's school.*

Student Name: _____

Student ID Number: _____

E. High school Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet.

Check the box of the document you will attach to this worksheet:

- ☐ 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.

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

F. Documentation of Identity/Statement of Educational Purpose

In order to complete the Verification process, you will need to appear in person at John A. Logan College and present your unexpired 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 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 (To Be Signed in the Presence of a Notary)

If you are unable to appear in person at John A. Logan College to verify your identity, you 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.

Student Name: _____

Student ID Number: _____

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and
(Print Student's Name)

that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending John A. Logan College for 2020-2021.

Student's Signature and Date

Financial Aid Administrator Signature and Date

Student's ID Number

Notary's Certificate of Knowledge

State of _____ City/County of _____ on _____
before me, _____ personally appeared, _____
(Notary's Name) (printed name of signer)

And provided to me on 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)

(Date commission expires)

G. Certification and Signature

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

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

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

*Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the John A. Logan College financial aid office.*

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

