

MOORPARK • OXNARD • VENTURA  
FINANCIAL AID OFFICE

## 2014–2015 Verification Worksheet

### *Dependent Student - Tracking Group V5*

Your 2014–2015 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, the school may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

#### A. Student's Information

Last Name	First Name	M.I.	SSN or ID Number
Street Address (include apt. no.)			Date of Birth
City	State	ZIP Code	Home Phone Number
Email Address			Alternate or Cell Phone Number

#### B. Student's Family Information

**List below the people in the parent's household. Include:**

- Yourself (the student)
- The parent(s) you live with (include step-parent) OR if not living at home, the parent(s) whose information was used when filing your FAFSA
- *Your parents' other children if:*  
Your parent(s) will provide more than half of their support between July 1, 2014 and June 30, 2015  
OR other children who would be required to provide parental information if they were completing a FAFSA for 2014-2015
- Other people currently living with your parent(s) for whom your parent(s) currently provide and will continue to provide more than half of their financial support from July 1, 2014 to June 30, 2015

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

Full Name	Age	Relationship to Student	Name of College (If not applicable, leave blank)	Will be Enrolled at Least Half Time? (Yes or No)
		Self		

**PLEASE NOTE:** Do not list children for whom your parent or your step-parent pays child support if that child support was reported on the FAFSA.

Student's Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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**C. Student's Income Information to Be Verified**

**Check ONLY ONE box below:**

- ☐ The student did file taxes AND has successfully transferred 2013 Income Tax information using the IRS Data Retrieval Tool (DRT) through the FAFSA on the Web.
- ☐ The student did file taxes AND has attached a 2013 IRS Tax Return Transcript.
- ☐ The student did not file taxes AND was *not* employed AND had no income earned from work in 2013.
- ☐ The student did not file taxes AND was employed in 2013. **COMPLETE THE TABLE BELOW:**

*Instructions: Only complete this section if you did not file taxes. Attach copies of all 2013 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 Student ID number at the top.*

Employer's Name	2013 Amount Earned	IRS W-2 Attached?

**D. Parent(s) Income Information to Be Verified**

**Important Note:** The section below applies to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

**Check ONLY ONE box below:**

- ☐ The parent(s) did file taxes AND has successfully transferred 2013 Income Tax information using the IRS Data Retrieval Tool (DRT) through the FAFSA on the Web.
- ☐ The parent(s) did file taxes AND has attached a 2013 IRS Tax Return Transcript(s).

**If parents filed separate 2013 IRS income tax returns, 2013 IRS Tax Return Transcripts must be provided for both.**

- ☐ The parent(s) did not file taxes AND was not employed AND had no income earned from work in 2013.
- ☐ The parent(s) did not file taxes AND was employed in 2013. **COMPLETE THE TABLE BELOW:**

*Instructions: Only complete this section if the parent(s) did not file taxes. Attach copies of all 2013 IRS W-2 forms issued to the parent(s) 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 parent's name and Social Security Number at the top.*

Employer's Name	Parent's Name	2013 Amount Earned	IRS W-2 Attached?

Student's Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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## E. Parents' Other Information to Be Verified

### MARK AT LEAST ONE ANSWER FOR BOTH QUESTIONS 1 and 2:

#### 1. SNAP - Supplemental Nutrition Assistance Program (formerly known as food stamps):

☐ NO, SNAP benefits were not received by any people listed in the household in 2012 or 2013.

☐ YES, one of the persons listed in Section B of this worksheet received SNAP benefits in 2012 or 2013.

*If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2012 or 2013.*

#### 2. Child Support Paid:

☐ NO, child support was not paid for children living outside of the household in 2013.

☐ YES, child support was paid by one or both of the student's parents in 2013. **COMPLETE THE TABLE BELOW:**

*Instructions: The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2013 for each child. If you need more space, attach a separate page that includes the student's name and Student 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	Total Amount of Child Support Paid in 2013

**Note:** If there is reason to believe that information regarding paid child support is inaccurate, the school 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 signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

## F. **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:

☐ High school diploma or official high school transcript including graduation date

☐ A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate

☐ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document. **\*See Financial Aid Office for further instructions**

☐ Official Academic transcript of a completed two-year program acceptable for full credit toward a bachelor's degree

☐ For a homeschooled student from a state where state law requires the 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

Student's Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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**G. Documentation of Identity/Statement of Educational Purpose**

You need to appear in person at your Postsecondary Educational Institution to verify your identity by presenting valid government issued photo identification ((D), 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 collect the student's ID.

**In addition, the student must sign, in the presence of the institutional official, one of the following statements:**

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this *Statement of Educational Purpose* and  
Print Name

that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of

attending \_\_\_\_\_ for the 2014-2015 academic year.  
Name of Postsecondary Educational Institution

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Declaración de Propósito Educativo**

Yo certifico que yo, \_\_\_\_\_, soy el individuo que firma esta *Declaración de*  
Nombre de estudiante

*Propósito Educativo* y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos

y para pagar el costo de asistir a \_\_\_\_\_ en el 2014-2015.  
Nombre de Institución Educativa Postsecundaria

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha

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H. **Identity and Statement of Educational Purpose** – Complete this section only if you are **unable** to appear in person at the **Postsecondary Educational Institution**. This section must be completed in the presence of a notary.

If the student is **unable** to appear in person at \_\_\_\_\_ to verify his or her identity,  
Name of Postsecondary Educational Institution  
the student must provide:

1. 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
2. The original notarized Statement of Educational Purpose (in English or Spanish) provided below
3. The original Notary's Certificate of Acknowledgement (on the next page)

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
Print Name

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the

cost of attending \_\_\_\_\_ for the 2014-2015 academic year.  
Name of Postsecondary Educational Institution

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Declaración de Propósito Educativo**

Yo certifico que yo, \_\_\_\_\_, soy el individuo que firma esta  
Nombre de estudiante

*Declaración de Propósito Educativo* y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada

para fines educativos y para pagar el costo de asistir a \_\_\_\_\_ en el 2014-2015.  
Nombre de Institución Educativa Postsecundaria

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha

Student's Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

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

On \_\_\_\_\_, before me \_\_\_\_\_  
(Date) (Notary's Name)

Personally appeared \_\_\_\_\_, and proved 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 \_\_\_\_\_  
(Date)

**I. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it 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.**

The student and one parent must sign and date.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date