

MOORPARK • OXNARD • VENTURA
FINANCIAL AID OFFICE

2016–2017 VERIFICATION WORKSHEET
Independent Student - Tracking Group V5

Your 2016-2017 FAFSA was selected for a process called “verification”. Verification is a procedure through which an institution checks the accuracy of the student information reported on the application. The Financial Aid Office will be comparing information from your application against information you provide on this worksheet or with documentation collected by the school. The Department of Education requires that we verify this information before disbursing financial aid. Complete this verification form and submit it to the Financial Aid Office at your primary school.

1. STUDENT’S INFORMATION

LAST NAME	FIRST NAME	SSN or ID NUMBER
ADDRESS	CITY	STATE
EMAIL ADDRESS	ZIP	DATE OF BIRTH
		(AREA CODE)-PHONE NUMBER

2. STUDENT’S FAMILY INFORMATION

- List yourself (the student)
- List your spouse (if married)
- *List your (or your spouse’s) children if:*
You or your spouse will provide more than half of their financial support from July 1, 2016 through June 30, 2017 OR the child would be required to provide your information if they submitted a FAFSA for 2016-2017. Include children who meet either standard, even if they do not live with you.
- List other people **now living with you** for whom you provide and will continue to provide **more than half of their financial support from July 1, 2016 to June 30, 2017**

PLEASE NOTE: Do not list children for whom you or your spouse (if married) pays child support if that child support is reported on the FAFSA.

Full Name	Age	Relationship to Student	Lives with you? <i>(Yes or No)</i>	Name of College / Student ID# <i>(if not applicable, leave blank)</i>	Enrolled at least half-time? <i>(Yes or No)</i>
		Self	Yes		

3. TAX RETURN FILING STATUS

Tax Filing Status <i>Please at least mark one checkbox in the “Student” column.</i>	Student	Spouse
Check here if you/your spouse filed/will file a 2015 U.S. Federal Tax Return <i>(see page 4)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Check here if you/your spouse earned income and are NOT required to file a 2015 U.S. Federal Tax Return <i>(attach ALL 2015 W-2s)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Check here if you/your spouse did NOT work in 2015	<input type="checkbox"/>	<input type="checkbox"/>

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4. SNAP & CHILD SUPPORT VERIFICATION

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

YES, SNAP benefits were received by the student (or student's spouse) in 2014 or 2015. *If asked by the school, I will provide documentation of the receipt of SNAP benefits during 2014 or 2015.*

B. Child Support Paid:

YES, child support was paid by the student (or student's spouse) in 2015 for a child not listed in Section 2 of this worksheet. *If asked by the school, I will provide documentation of the child support paid during 2015.*

COMPLETE THE TABLE BELOW:

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of Child	Total Amount Child Support Paid in 2015
				\$
				\$
				\$

5. HIGH SCHOOL COMPLETION DOCUMENTATION – You must provide one of the following to the Financial Aid Office:

- High school diploma or official high school transcript including graduation date
- The student's General Educational Development (GED) certificate, an official GED transcript, or a state-authorized high school equivalent certificate
- Students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document*
- Official Academic transcript of a completed two-year program acceptable for full credit toward a bachelor's degree
- For a homeschooled student, the original secondary school completion credential for homeschool*

**See Financial Aid Office for further instructions*

6. DOCUMENTATION OF IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE - The student must appear in person at the Postsecondary Educational Institution to verify his/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.

Please complete in the presence of the institutional official or notary, the following English or Spanish Statement:

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 2016-2017 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 2016-2017.
Nombre de Institución Educativa Postsecundaria

FIRMA DEL ESTUDIANTE

FECHA

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7. NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT – 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 Statement of Educational Purpose in English or Spanish (page 2, section 6 of this worksheet) completed in the presence of a notary; and
3. The original Notary's Certificate of Acknowledgement (below):

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's Signature

My Commission Expires on _____
Date

8. CERTIFICATION & 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. If the Financial Aid Officer determines or suspects fraud or forgery all information will be forwarded to the Dean of Student Services, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

The student must sign and date.

STUDENT SIGNATURE

DATE

SPOUSE'S SIGNATURE (OPTIONAL)

DATE

IRS Tax Return Transcript Instructions

Students/spouses that will file or are required to file a 2015 IRS Tax Return are required to submit verification to the Financial Aid Office. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web.

HOW DO I USE THE IRS DATA RETRIEVAL TOOL?

If you have not already used the tool, go to www.FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers

WHAT IF I AM UNABLE OR DID NOT USE THE DATA RETRIEVAL TOOL?

If you are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, you will be required to submit a 2015 IRS Tax Return Transcript—**NOT** a photocopy of your income tax return.

WHAT IS AN IRS TAX RETURN TRANSCRIPT?

An IRS Tax Return Transcript is a typed copy of what was entered on your original Federal Tax Return.

HOW MUCH DOES IT COST TO GET AN IRS TAX RETURN TRANSCRIPT?

Obtaining an IRS Tax Return Transcript is FREE!

HOW DO I OBTAIN MY TAX RETURN TRANSCRIPT FROM THE IRS?

To obtain an IRS tax return transcript, go to www.IRS.gov and click on the “Get a Tax Transcript” link under the Tools menu. Click on the “Get Transcript by MAIL” button and enter the required information. The *Type of Transcript* should be **Return Transcript** for the *Tax Year 2015*, click Continue. If you are successful, the IRS website will display this message: “We have accepted your request for a 2015 Return Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.”

If you wish to obtain an IRS Tax Return Transcript from a local IRS field office, you must call 844.545.5640 to make an appointment.

WHAT IF I FILED AN AMENDED TAX RETURN?

If you filed an amended tax return you will need to submit a signed copy of the 1040X as well as the Return Transcript.

For more information, please contact the Financial Aid Office:

Moorpark College
805.378.1462

Oxnard College
805.986.5828

Ventura College
805.289.6369