

**2020-2021 Verification Worksheet for Dependent Student – Form 5**

Student ID Number: S \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

***Form must be completed in blue or black ink. Failure to accurately complete this form may result in a delay of processing or change of financial aid eligibility. Additional documentation may be requested. Read instructions carefully before completing.***

**Section 1: High School Completion Status**

Please submit documentation to verify you have completed a high school education. Acceptable documentation can include:

- A high school diploma or a copy of an official high school transcript. Transcripts must verify graduation completion date
- GED certificate or transcript
- Visit [www.diplomasender.com](http://www.diplomasender.com) if you need a copy of a GED obtained in the State of Colorado.
- A transcript that indicates that you have successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree at any participating school
- Home school credential or transcript
- If high school completed in foreign country, a copy of the "secondary school leaving certificate" or similar document.
- If a foreign High School transcript is provided it must be translated and evaluated. For a list of qualified service providers, please visit [www.naces.org/members](http://www.naces.org/members).

Type of documentation submitted: \_\_\_\_\_

Designated institutional official: \_\_\_\_\_  
(School official's printed name)

**Section 2: Identity**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

You must appear in person at \_\_\_\_\_ Financial Aid Office to verify your  
(Name of institution)

identity by presenting a valid unexpired 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 your photo ID.

Type of documentation submitted: \_\_\_\_\_

Designated institutional official: \_\_\_\_\_  
(School official's printed name)

Student ID Number: S \_\_\_\_\_

**Section 3: Statement of Educational Purpose**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

In addition, you must sign, in the presence of the institutional official, the following:

I certify that I \_\_\_\_\_ am the individual signing this  
(Student's printed 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  
\_\_\_\_\_ for 2020-2021.  
(Name of institution)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Section Instructions: Please Read**

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification and high school documentation.

**Notary's Certificate of Acknowledgement**

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

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

Personally appeared \_\_\_\_\_ and proved to me on the basis of  
(Printed name of signer)

Satisfactory evidence of Identification \_\_\_\_\_ to be the above-named  
(Type of unexpired government-issued ID provided)

Person who signed the foregoing instrument.

My commission expires on \_\_\_\_\_, 20 \_\_\_\_\_

Notary (Print): \_\_\_\_\_

Notary (Signature): \_\_\_\_\_

(Seal)



Student ID Number: S \_\_\_\_\_

**Section 5: Income Information**

• **TAX FILERS:**

- **If you and/or your parent(s) filed a 2018 Federal Income Tax Return**, you either must give the Internal Revenue Service (IRS) permission to transfer all 2018 tax information directly to the FAFSA through the IRS Data Retrieval Tool, or submit a 2018 Federal Tax Return Transcript, or signed 2018 Federal Tax Return.
- **To obtain an IRS Federal Tax Return Transcript**, you may go to <https://www.irs.gov/individuals/get-transcript> and click on “Get a Transcript Online” or “Get a Transcript by Mail” or call 1-800-908-9946. Be sure to order the IRS Tax “Return” Transcript. If there are two parents listed on your FAFSA and they did not file 2018 taxes jointly, both parents listed on the FAFSA should submit a Tax Return Transcript.

• **NON-TAX FILERS:**

- **If your parent(s) did not file a 2018 Federal Income Tax Return**, they are required to submit a Statement of Non-Filing and all 2018 W2s. To receive a 2018 Statement of Non-Filing, go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and complete Form 4506-T with **Box 7** checked. If you are unable to obtain the Statement of Non-Filing, contact the Financial Aid Office.
- If you (the student) or your parent(s) are not able to locate your 2018 W2s, you can request to receive your Wage and Income Statement by checking **Box 8** on the 4506-T.

<b>2018 Tax Filing Status: Only select one option for each individual</b>	Student	Parent
1. Has used or plans to use the IRS Data Retrieval Tool to transfer tax information electronically on FAFSA, or has plans to submit a copy of their 2018 IRS Federal Tax Return Transcripts or signed 2018 IRS Federal Return.	<input type="checkbox"/>	<input type="checkbox"/>
2. Had income earned from work in 2018 as listed below, but has not filed and was not required to file a tax return and already has or plans to submit all 2018 W2's. If this box is selected; 2018 wage information must be completed below.	<input type="checkbox"/>	<input type="checkbox"/>
3. Had no income, will not file, and was not required to file, a 2018 IRS Income Tax Return.	<input type="checkbox"/>	<input type="checkbox"/>

**2018 Wage Information (Only Non-Filers)**

*Only complete wage information for each person who selected **Option 2** in the previous chart.*

Non-Tax Filer	Name of Employer	2018 Income Earned
<b>Student</b>		\$
		\$
<b>Parent</b>		\$
		\$

*If more space is needed, attach a separate page with student's name and student ID number.*

**By signing this document, I certify that the information is complete, true and accurate. I understand that purposely providing false or misleading information could result in criminal prosecution, a prison sentence, and/or a fine pursuant to U.S. Criminal Code and Colorado Criminal Code.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_