

**2020-2021 Verification Worksheet for Independent 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 4: Household Information**

**Student Information**

List the people in your household, including:

- **Yourself** (the ‘student’), and **your spouse** if you were married when you signed the FAFSA and;
- **Your dependent children, if you will provide more than half of their support \* from July 1, 2020 through June 30, 2021**, even if they do not live with you, and;
- **Other people** if they **live with you**, and you **provide more than half of their support\*** and will continue to provide more than half of their support from July 1, 2020 through June 30, 2021.

**Family Information**

*\*Support includes money, gifts, loans, housing, food, clothes, car, medical/dental care, college tuition, etc.*

| Full Name | Age | Relationship to Student | The name of the college attending from July 1, 2020 to June 30, 2021. Will be enrolled in at least half-time, in an eligible degree and/or certificate program. |
|-----------|-----|-------------------------|---|
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |

THIS SPACE INTENTIONALLY  
LEFT BLANK

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

**Section 5: Income Information**

• **TAX FILERS:**

- **If you and your spouse 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 you and your spouse did not file 2018 taxes jointly, both you and your spouse should submit a Tax Return Transcript.

• **NON-TAX FILERS:**

- **If you and/or your spouse did not file a 2018 Federal Income Tax Return**, you 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> complete Form 4506-T with **Box 7** checked. If you are unable to obtain a Statement of Non-Filing, please contact the Financial Aid Office.
- If you (the student) or your spouse 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                  | Spouse                   |
|---|--------------------------|--------------------------|
| 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.<br><b>If this box is selected; 2018 wage information must be completed below.</b> | <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>Spouse</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: \_\_\_\_\_