

## 2021-2022 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 is completed in foreign country, a copy of the "secondary school leaving certificate" or similar document. Foreign High School transcripts may need to 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 2021-2022.  
 (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 your spouse filed a 2019 Federal Income Tax Return**, you either must give the Internal Revenue Service (IRS) permission to transfer all 2019 tax information directly to the FAFSA through the IRS Data Retrieval Tool, or submit a 2019 Federal Tax Return Transcript, or signed 2019 Federal Tax Return with all applicable schedules.
- **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 2019 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 2019 Federal Income Tax Return**, you are required to submit a Statement of Non-Filing and all 2019 W2s. To receive a 2019 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 2019 W2s, you can request to receive your Wage and Income Statement by checking **Box 8** on the 4506-T.

<b>2019 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 <b>2019 IRS Federal Tax Return Transcripts or signed 2019 IRS Federal Return with all applicable schedules.</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. Had income earned from work in 2019 as listed below, but has not filed and was not required to file a tax return and already has or plans to submit all 2019 W2's & 1099's. <b>If this box is selected; 2019 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 2019 IRS Income Tax Return.	<input type="checkbox"/>	<input type="checkbox"/>

**2019 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	2019 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: \_\_\_\_\_