

Your 2017–2018 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, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, your Financial Aid Administrator 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 and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. We 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. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's G Number
Student's Street Address (incl	ude apt. no.)		Student's Social Security Number
City	State	Zip Code	Student's Date of Birth
Student's Home Phone Numb	er (include area code)		Student's Alternate or Cell Phone Number

B. Number of Household Members and Number in College

List below the people in your <u>parent(s)' household</u>. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

Please include in the space below information about any household member who is, or will be enrolled, <u>at least half time</u> in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017, and June 30, 2018. Include the name of the College.

If more space is needed, attach a separate page with your name and G Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Christa Jones (example)	18	Sister	Central University	Yes
		Self		

C. Verification of 2015 Income Information for Parent Tax Filers

1. TAX RETURN FILERS — Complete this section if your parent(s) <u>filed or will file</u> a 2015 Income Tax Return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

If your parents filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and you must provide 2015 IRS Tax Return Transcript for each parent.

Check the box that applies:

☐ My parent(s) <u>have used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into my FAFSA. *Grambling will use the IRS information that was transferred in the verification process*.

My parent(s) <u>have not yet used</u> the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into my FAFSA.

My parent(s) are <u>unable or choose not to use</u> the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to Grambling a **2015 IRS Tax Return Transcript(s)** —not a photocopy of the Income Tax Return.

A 2015 IRS Tax Return Transcript may be obtained through:

- <u>Get Transcript by MAIL</u> Go to <u>www.irs.gov</u>, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- <u>Get Transcript ONLINE</u> Go to <u>www.irs.gov</u>, under the Tools heading, click "Get a tax transcript." Click "Get Transcript
- ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- <u>Automated telephone Request</u> 1-800-908-9946

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the Tax Return Transcript within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS.

2. NON TAX RETURN FILERS — Complete this section if your parent(s) will not file and are <u>not required</u> to file a 2015 Income Tax Return with the IRS.

Check the box that applies:

My parent(s) was not employed and had no income earned from work in 2015.

One or both my parents were employed in 2015 and have listed below the names of all employers, and the amount earned from each employer in 2015. Please provide copies of all 2015 IRS W-2 forms issued by your parent(s) employers. *List every employer even if the employer did not issue an IRS W-2 form.*

If more space is needed, attach a separate page with your name and G Number at the top.

Employer's Name	IRS W-2 Provided?	2015 Amount Earned
ABC's Auto Body Shop (example)	Yes (example)	\$2,000.00 (example)
Total Amount of Income Earned from Work		\$

Provide documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

check here if confirmation of nonfiling will be provided later.

D. Verification of 2015 Income Information for Student Tax Filers

3. TAX RETURN FILERS — Complete this section if you, <u>filed or will file</u> a 2015 Income Tax Return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

<u>I have used</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into my FAFSA. *Grambling will use the IRS information that was transferred in the verification process.*

] I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into my FAFSA.

I am <u>unable or choose not to use</u> the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to Grambling a **2015 IRS Tax Return Transcript**—not a photocopy of the Income Tax Return.

A 2015 IRS Tax Return Transcript may be obtained through:

- <u>Get Transcript by MAIL</u> Go to <u>www.irs.gov</u>, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
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4. NON TAX RETURN FILERS — Complete this section if you will not file and is <u>not required</u> to file a 2015 Income Tax Return with the IRS.

Check the box that applies:

I was not employed and had no income earned from work in 2015.

I was employed in 2015 and have listed below the names of all my employers, and the amount earned from each employer in 2015, whether an IRS W-2 form is provided. Please attach copies of all 2015 IRS W-2 forms issued by your employers. *List every employer even if the employer did not issue an IRS W-2 form.*

If more space is needed, attach a separate page with your name and G Number at the top.

Employer's Name	IRS W-2 Provided?	2015 Amount Earned
ABC's Auto Body Shop (example)	Yes (example)	\$2,000.00 (example)
Total Amount of Income Earned from Work		\$

Provide documentation from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

____ check here if confirmation of nonfiling is provided.

____ check here if confirmation of nonfiling will be provided later.

E. Identity and Statement of Educational Purpose (To Be Signed at Grambling)

The student must appear in person at <u>**Grambling State University**</u> to

(Name of Postsecondary Educational Institution)

verify his or her identity by presenting an unexpired valid 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 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 receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at <u>Grambling State University</u> to verify his or her identity, the student must provide to the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as , but not limited to, a driver's license, other state-issued ID, or passport; and

(b)) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational			
	Purpose was the document notarized.			
	State of			
	City/County of		-	
	On, before me	·,		
	(Date)	(Notary's name)		
	personally appeared,(Printed name of signer)	, and proved to me		

WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on ______

Statement of Educational Purpose

I certify that I _______ am the individual signing this Statement of Educational Purpose and that the (Print Student's Name) Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending <u>Grambling State University</u> for 2017–2018.

(Student's Signature)

(Date)

(Student's ID Number)

F. High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2017–2018:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript. *Grambling State University only accept GED certificate or Transcript from a student that is 25 years or older.*
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home school setting.

G. Certification and Signatures

Each person signing below on this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

Student's Signature

Date

Parent's Signature

Date

Submit this worksheet to the Financial Aid Office at Grambling State University

You should make a copy of this worksheet for your records.