

## **VERIFICATION**

A process mandated by the U.S. Department of Education requiring schools to verify self-reported data provided on the FAFSA to ensure its accuracy.  
**NOTE:** Verification is intended to ensure that students receive the **aid** of which they are eligible, NOT because fraud or misrepresentation is suspected.

**Why was your file selected?** Because the FAFSA application has estimated information, primary questions were left blank, or there seems to be conflicting data.

**What do I do if I am selected?** The RichmondCC Financial Aid Office will notify the student (not the parent) by mail then by via RichmondCC Email with information on completing the process.

**COMMON DOCUMENTS INCLUDE** (Note: type of documents required will vary from school to school):

- √ Completions of the Verification Worksheet
- √ Submitting an IRS Tax Return Transcript or IRS Verification of Non-Filing Letter

### **How to Obtain a Tax RETURN Transcript from the IRS**

You or your parent(s) can immediately access a Tax Return Transcript and a Wage and Income Transcript. Transcripts can also be requested by Mail.

\*These are free and here is the direct link: <http://www.irs.gov/individuals/Get-Transcript>

You may need to submit any income documentation such as W-2's, etc.

### **If you were NOT required to file a 2017 Federal Tax Return**

We have attached to this worksheet both student and parent non-filing statements which you will need to complete and return with your verification Worksheet. The US Department of Education requires that parent(s) provide "**Verification of Nonfiling**" letter(s) for 2017 from the IRS. You may request this letter by requesting a tax return transcript at IRS.gov, completing and mail/fax Form 4506-T to the IRS, or calling 1-800-826-1040. IRS will mail the "**Verification of Nonfiling**" letter to the taxpayer. Letter must be dated October 1, 2018 or later. Nonfiling letter is also required documentation for those granted filing extension by the IRS. Please submit the letter along with other required documentation at the same time.

You will need to submit any income documentation such as W-2's, etc. as well.

**What happens after I submit my information?** Once you begin submitting documentation, the Financial Aid Office will:

1. Review the documents to be sure they are complete. **This can take two to three weeks** depending upon the volume of all student paperwork being submitted.
  2. If the documents are incomplete (missing signatures, questions are left blank, etc.) we will request that the documents be resubmitted with the information necessary to make them complete. **NOTE: Each time you have to resubmit information, the process starts over. Because processing can take two or three weeks, you need to be sure your documents are COMPLETE when you first submit them.**
  3. Once all documents are complete, the Financial Aid Office will review the information and compare it with the information reported on the FAFSA.
  4. During the review, if the information raise additional questions for which we need clarification, we may ask for more documentation.
- NOTE: If you have to submit additional information the process starts over, so please respond to these requests as quickly as possible.**

### **What happens if there are discrepancies in the application?**

If discrepancies are found, the Financial Aid Office will make corrections to your FAFSA. If the corrections lead to a change in your eligibility, the Financial Aid Office will revise your award.

### **How can verification affect my bill?**

Financial Aid will only be awarded once the Verification process is complete. Without an award there will be no financial aid on your account, making you responsible for the entire balance owed for the semester.

### **RichmondCC Email Address**

Your RichmondCC email is the primary means by which the Financial Aid Office will communicate requests for information. Be sure to check it often. Also be sure all mailing and other email addresses are current. You can update this information via RichmondCC Self-Service.

**NOTE:** We only send requests for information to the student, NOT the parent.

**RichmondCC Self-Service:** RichmondCC Self-Service, accessed through RichmondCC's home page at [www.richmondcc.edu](http://www.richmondcc.edu), you must have your Student ID and Password.

You can check:

1. Financial aid award information
2. Outstanding financial aid requirements by going to
3. Satisfactory Academic Progress and your current SAP status
4. Student account information including financial aid that has paid to your account and/or your balance due

**Privacy:** We do not give student specific information without both student's ID# and last four of your SS#. We do not give parent specific information to the student without written consent from the parent.

**COMPLETE AND RETURN ALL FORMS ALONG WITH ANY DOCUMENTATION**



Serving Richmond and Scotland Counties

## 2019-2020 Verification Worksheet (Dependent Student) V1 Standard

Student's Last Name	First	M.I.	Social Security Number
			(      )
Email Address		Phone Number	

### A. Student's Family Information

How many people are in your parents' household? Include yourself (even if you do not live with your parents), your parents, parents' other children/dependents if your parents provide more than half of their support and will continue between July 1, 2019 and June 30, 2020.

Full Name	Age	Relationship to Student	Attending college at least ½ time during 19-20?	Name of College
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<input checked="" type="checkbox"/> <del>Yes</del> or No	<i>Central University</i>
		Self	YES or NO	
			YES or NO	
			YES or NO	
			YES or NO	
			YES or NO	
			YES or NO	

### B. Student's Income Information to Be Verified

Where you required to file taxes for <b>2017</b> (not 2018)?	
<input type="checkbox"/> <b>YES:</b> I filed taxes for 2017	<input type="checkbox"/> I used the IRS Data Retrieval Tool to transfer my tax information directly to the FAFSA.  <input type="checkbox"/> I have submitted a 2017 tax return transcript.
<input type="checkbox"/> <b>NO:</b> I did not file taxes for 2017	<b>Complete section D</b> – Student Nonfiling Statement and provided required documents.

### C. Parent's Income Information to Be Verified

Where you required to file taxes for <b>2017</b> (not 2018)?	
<input type="checkbox"/> <b>YES:</b> I filed taxes for 2017	<input type="checkbox"/> I used the IRS Data Retrieval Tool to transfer my tax information directly to the FAFSA.  <input type="checkbox"/> I have submitted a 2017 tax return transcript.
<input type="checkbox"/> <b>NO:</b> I did not file taxes for 2017	<b>Complete section E</b> – Parent Nonfiling Statement and provided required documents including an IRS " <b>Verification of Nonfiling</b> " letter(s) for 2017.

**\*Complete if you or your parent did not file a tax return for 2017**

**D. Student Nonfiling Statement**

Please list all sources of income received in 2017.

Including W-2, Unemployment, Social Security Benefits, etc. or indicate that you received no income

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

I did not earn any income in 2017 and therefore do not have any documentation to submit.

**E. Parent Nonfiling Statement**

Please list all sources of income received in 2017.

Including W-2, Unemployment, Social Security Benefits, etc. or indicate that you received no income

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

I did not earn any income in 2017 and have provided IRS "**Verification of Nonfiling**" letter(s) for 2017\*\*

\*\*The US Department of Education requires that nonfilers provide "**Verification of Nonfiling**" letter(s) for 2017 from the IRS. You may request this letter by requesting a tax return transcript at IRS.gov, completing and mail/fax Form 4506-T to the IRS, or calling 1-800-826-1040. IRS will mail the "**Verification of Nonfiling**" letter to the taxpayer. Letter must be dated October 1, 2018 or later. Nonfiling letter is also required documentation for those granted filing extension by the IRS. Please submit the letter along with other required documentation at the same time.

**F. Other Information to Be Verified**

1. A response is required in all blocks below. If the answer is zero or the question does not apply, enter 0.

Student	Additional Financial Information	Parent(s)
\$	Education credits (American Opportunity, Hope or Lifetime Learning tax credits) from IRS Form 1040A-line 33 or 1040-line 50.	\$
\$	Child support paid because of divorce or separation or as a result of a legal requirement. <b>Don't include</b> support for children in your household, as reported in your household.	\$
\$	Taxable earning from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	\$
\$	Taxable college grant and scholarship aid <b>reported to the IRS as income</b> . Includes AmeriCorps benefits (awards living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. <b>Don't include</b> untaxed combat pay.	\$
\$	Earning from work under a cooperative education program offered by a college.	\$

Student	Untaxed Income	Parent(s)
\$	Payments to tax-deferred pension and retirement savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a-12d, codes D, E, F, G, H and S. <b>Don't include</b> amounts reported in code DD (employer contributions toward employee health benefits).	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040—line 28+line 32 or 1040A—line 17.	\$
\$	Child support received for any of your children. <b>Don't include</b> foster care of adoptions payments.	\$
\$	Tax exempt interest income from IRS Form 1040—line 8b or 1040A—line 8b.	\$
\$	Untaxed portions of IRA distributions from IRS 1040—lines (15a minus 15b) or 1040A—lines (11a minus 11b), <b>Exclude rollovers</b> . If negative, enter a zero here.	\$
\$	Untaxed portions of pensions from IRS Form 1040—lines (16a minus 16b) or 1040A—lines (12a minus 12b). <b>Exclude rollovers</b> . If negative, enter a zero here.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy and other (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	Veterans noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported in items 45a-45h, such as workers' compensation, disability benefits, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040-line 25. <b>Don't include</b> extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Innovation and Opportunity Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. This includes money that you received from a parent or other person whose financial information is not reported on this form and that is not part of a legal child support agreement.	\$

2. Complete this section if someone in the student's household (listed in Section B) receives any of the following untaxed income

- |   |   |
|---|---|
| <input type="checkbox"/> Social Security Benefits (such as SSI)         | <input type="checkbox"/> SNAP benefits  |
| <input type="checkbox"/> Disability Benefits                            | <input type="checkbox"/> Subsidized housing (e.g. Section 8)                      |
| <input type="checkbox"/> Workers' Compensation                          | <input type="checkbox"/> Nutrition Program for Women, Infants, and Children (WIC) |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | <input type="checkbox"/> Other _____  |

**G. Certification and Signatures**

If you are the student, by signing this application you certify that you

- (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education,
- (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it,
- (4) will notify your college if you default on a federal student loan and
- (5) will not receive a Federal Pell Grant for more than one college for the same period of time.

If you are the parent or the student, by signing this application you agree, if asked:

- (1) to provide information that will verify the accuracy of your completed form
- (2) to provide U.S. or state income tax forms that you filed or are required to file.

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

You also certify that you understand that **the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies.**

If you electronically sign any document related to the federal student aid programs using an FSA ID (username and password) and/or any other credential, you certify that you are the person identified by the username and password, and/or any other credential and have not disclosed that username and password, and/or any other credential to anyone else. If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

**Everyone whose information is given on this form should sign below. The student (and at least one parent, if parent information is given) MUST sign below.**

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (Required)

\_\_\_\_\_  
Date