

## **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 Nonfiling" 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**

## 2019–2020 Verification Worksheet (Dependent Student) V5

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ 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 your parents will 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>           | <i>Yes or No</i>                                | <i>Central University</i> |
|                              |           | <i>Self</i>             | YES or NO                                       |                           |
|                              |           |                         | 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

|                                                                   |                                                                                                                                                                                              |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Were 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.<br><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 – Student Nonfiling Statement</b>                                                                                                                                      |

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

|                                                                   |                                                                                                                                                                                              |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Were 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.<br><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 – Parent Nonfiling Statement and provided required documents including a "Verification of Nonfiling" letter(s) for 2017.</b>                                           |

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**\*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. High School Completion Status**

You must submit documentation of high school completion or an equivalent along with this worksheet.

**Check the box of the document you will attach to this worksheet:**

- ☐ High school diploma or high school transcript including graduation date.
- ☐ A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate
- ☐ DD Form 214 Certificate of Release of Discharge from Active Duty that indicates an individual is a high school graduate/equivalent.
- ☐ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- ☐ Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor's degree.
- ☐ For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- ☐ For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

### G. Documentation of Identity/Statement of Educational Purpose

In order to complete the Verification process, you will need to appear in person at Richmond Community College Financial Aid office and present your government issued ID (such as a driver's license, passport, etc.) and this verification worksheet to the financial aid office. The financial aid administrator will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date. ***If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.***

### Statement of Educational Purpose

I certify that \_\_\_\_\_ am the individual signing this Statement of Educational Purpose  
(Print Student's Name)

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 2019-2020.

(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
Student's Signature and Date

\_\_\_\_\_  
Financial Aid Administrator's Signature and Date

### Notary's Certificate of Knowledge

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_  
before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_  
(Notary's Name) (Printed name of signer)

And provided to me on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of government-issued photo ID provided)

To be the above-named person who signed the foregoing instrument.

Witness my hand and official seal

\_\_\_\_\_  
(Notary's Signature)

\_\_\_\_\_  
(Date commission expires)

(Seal)

### H. 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.

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 MUST sign below.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_