

Student ID: _____

Email: Financialaid@cooper.edu

2018-2019 Verification Worksheets
Independent Student-Tracking Group V5

Your 2018-2019 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 reported on your FAFSA to verify that you provided correct information. The financial aid administrator at your school 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 must complete and sign this worksheet, attach any required documents, and submit these documents to the financial aid administrator at your school. Your school 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. Independent Student's Information

_____ Student's Last Name	_____ Student's First Name	_____ MI	_____ Student's SSN Number
_____ Student's Street Address (include apt. no.)			_____ Student's Date of Birth
_____ City	_____ State	_____ Zip	_____ Student's Email Address
_____ Student's Phone Number		_____ Student's Alternate or Cell Phone Number	

B. Independent Student's Family Information

Number of Household Members: List below the people in the Student's household Include:

- The student.
- The student spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2018, through June 30, 2019, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2019.

Number in College: Please include in the space below information about any household member, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top

Full Name	Age	Relationship	College	Will be Enrolled at least Half Time (Yes or No)
		Self	Cooper Union	Yes

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

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C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Instructions: Complete this section if the student and spouse filed or will file a 2016 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.ed.gov. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- ☐ The student has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- ☐ The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- ☐ The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2016 IRS Tax Return Transcript (s).

A 2016 IRS Tax Return Transcript may be obtained through:

- **Online Request-** Go to www.irs.gov, under the Tools heading on the IRS homepage, click on the "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."
- **Telephone Request-** 1-800-908-9946
- **Paper Request Form-** Use the links to download IRS Form 4506-EZ or Form 4506-T

Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS Income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return).

In most cases, for electronic filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2016 IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 8-11 weeks after the 2016 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2016 IRS income tax return, 2016 IRS Tax Return Transcripts must be provided for both.

- ☐ Check here if a 2016 IRS Tax Return Transcript (s) provided.
- ☐ Check here if a 2016 IRS Tax Return Transcript (s) will be provided later.

2. TAX RETURN NONFILERS

The instructions and certifications below apply to the student and spouse, if the student is married.

Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies.

- ☐ The student and spouse were not employed and had no income earned from work in 2016.
- ☐ The student and or spouse were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. Provide copies of all 2016 IRS W-2 forms issued to the student and/ or spouse by their employers. List every employer even if they did not issue an IRS W-2 form.

If more space is needed attach a separate page with the student's name and Social Security Number at the top

Employer's Name	2016 Amount Earned	IRS W-2 Attached
ABC Shipping (example)	\$1,280	Yes

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D. High School Completion Status

Provide one of the following documents that will indicate the student's high school completion status when the student begins college in 2018-2019:

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

- ☐ 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 state certificate or transcript received by a student after the student passed a State-authorized examination (GED test, HISET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- ☐ For student who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- ☐ An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for a full credit towards a bachelor's degree.
- ☐ For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschooled (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 homeschooled (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 homeschooled setting.

E. Identity and Statement of Educational Purpose

Section E is **ONLY** to be completed in person at the Institution or in front of a Notary.

The student must appear in person at _____
(Name of Postsecondary Education Institution)

to verify his or her identity by presenting a 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 collect the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below. If you cannot appear in person to sign this Statement of Educational Purpose, you will need to provide a copy of your unexpired government issued photo ID and this Statement of Educational Purpose notarized by a notary public. 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.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that the
Printed Student's Name

Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending

_____ for 2018-2019.
(Name of Postsecondary Educational Institution)

Student's Signature

Date

Student's ID Number

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Notary's Certificate of Knowledge

State of _____ City/County of _____ on _____ before me, _____
(Notary's Name)

Personally appeared, _____ and proved to me on the basis of satisfactory evidence of
(Printed name of signer)

Identification _____ to be the above-named person who signed the foregoing instrument.
(Type of unexpired government-issued photo ID provided)

Witness my hand and official seal _____
(Notary Signature)

(Date Commission Expires)

(Seal)

F. Certification and Signatures

Each person signing this worksheet certifies that all the information reported on it is complete and correct.

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

The student and one parent must sign and date.

Student's Signature

Date

Spouse Signature

Date

*Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.
You should make a copy of this worksheet for your records.*

FOR OFFICE USE ONLY:

Student presented one of the following unexpired form of ID:

- ☐ State Driver's License or Identification Card
- ☐ U.S. Passport
- ☐ Military ID Card

School Official Printed Name: _____

School Official Signature: _____

Date: _____