

Student ID: \_\_\_\_\_

Email: [Financialaid@cooper.edu](mailto:Financialaid@cooper.edu)

### 2016-2017 Verification Worksheets Independent Student-Tracking Group V5

Your 2016-2017 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, 2016, through June 30, 2017, 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, 2017.

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, 2016, and June 30, 2017, 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)
		<i>Self</i>	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 2015 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](http://FAFSA.ed.gov). In most cases, no further documentation is needed to verify 2015 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 2015 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 2015 IRS income tax return information into the student's FAFSA once the 2015 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 2015 IRS Tax Return Transcript (s).

A 2015 IRS Tax Return Transcript may be obtained through:

- **Online Request-** Go to [www.irs.gov](http://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 2015 IRS Income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return).

In most cases, for electronic filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2015 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 information is available for the IRS DRT or the IRS Tax Return Transcript within 8-11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

If the student and spouse filed separate 2015 IRS income tax return, 2015 IRS Tax Return Transcripts must be provided for both.

- Check here if a 2015 IRS Tax Return Transcript (s) provided.
- Check here if a 2015 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 2015 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 2015.
- The student and or spouse was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. Provide copies of all 2015 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	2015 Amount Earned	IRS W-2 Attached
ABC Shipping (example)	\$1,280	Yes

**D. Student's Other Information to be verified**

**1. Supplemental Nutrition Assistance Program (SNAP) Benefits for 2015**

Were you or any person listed in the household receive SNAP benefits during the calendar year 2015?

- Yes...Attach documentation from SNAP (not your card) showing that you qualified for the benefits during the calendar year 2015
- No...continue to question 2

**2. Child Support Paid- Calendar Year 2015**

- Check if No child support was paid for individuals outside of the household in 2015.
- Check if Yes... Complete the table below and attach copies of proof of amount paid.

*If you need more space, attach a separate page that includes the student's name and Social Security Number at the top.*

Amount of Child Support Paid	Name of whom Child Support was paid to	Name of child paying support for
\$6,000	Jane Doe	Jake Jones

**Note:** If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received
- Copies of the child support payment checks, money order receipts, or similar records of electronic payment having been made.

**E. 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 2016-2017:

**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.

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**F. 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 office 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 Education 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 government issued ID and this Statement of Educational Purpose notarized by a notary public.

**Statement of Education 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 2016-2017.  
(Name of Postsecondary Educational Institution)

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

\_\_\_\_\_  
Date

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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 government-issued photo ID provided)

Witness my hand and official seal \_\_\_\_\_  
(Notary Signature)

\_\_\_\_\_  
(Date Commission Expires)

(Seal)

**G. 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: \_\_\_\_\_