

Student ID: _____

Email: Financialaid@cooper.edu

2018-2019 Verification Worksheets

Dependent 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 and your parents 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 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 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. Dependent 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. Dependent Student's Family Information

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

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents 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, excluding the parents, 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.

Student ID: _____

Email: Financialaid@cooper.edu

C. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Instructions: Complete this section if the student 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.

- ☐ 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

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

Check the box that applies.

- ☐ The student was not employed and had no income earned from work in 2016.
- ☐ The student was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. Provided copies of all 2016 IRS W-2 forms issued to the student by his/her 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

Student ID: _____

Email: Financialaid@cooper.edu

D. Parent's Income Information to be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

Instructions: Complete this section if the parents 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 parents have used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- ☐ The parents have 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 parents are unable or choose 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 parents filed separate 2016 IRS income tax returns, 2016 IRS Tax Return Transcripts must be provided for each.

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

2. TAX RETURN NONFILERS

Complete this section if the student's parent(s) will not file and is not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- ☐ Neither parent was employed, nor neither had income earned from work in 2016.
- ☐ One or both parents 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 parents 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	For Whom?	IRS W-2 Attached?
<i>Pro Auto</i>	<i>\$980</i>	<i>Father</i>	<i>Yes</i>

Note: We may require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS.

Student ID: _____

Email: Financialaid@cooper.edu

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 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.

F. Identity and Statement of Educational Purpose

Section F 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

Student ID: _____

Email: Financialaid@cooper.edu

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)

Student ID: _____

Email: Financialaid@cooper.edu

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

Parent's 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: _____