V5 Verification Form
Independent Student
2013 - 2014

Your 2013–2014 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 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 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. Independent Student's Information

Student's Last Name | Student's First Name | Student's M.I. | Student's PBSC ID Number

Student's Street Address (include apt. no.) | Student's Date of Birth

City | State | Zip Code | Student's Email Address

Student's Home Phone Number (include area code) | Student's Alternate or Cell Phone Number

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2013, through June 30, 2014, or if the child would be required to provide your information if they were completing a FAFSA for 2013–2014. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

Include the name of the college for any household member, who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2013, and June 30, 2014.

If more space is needed, attach a separate page with the student's name and student's PBSC ID Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*
		Self		

Student's Name: ____ PBSC ID: _______________________________

C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** See page 6 of this document if the student is a victim of identity theft or if the student has filed or will file an extension to file a 2012 tax return, an amended 2012 tax return, or a 2012 foreign tax return.

Instructions: Complete this section if the student, filed or will file a 2012 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies:

☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2012 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*

☐ I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2012 IRS income information into my FAFSA once I have filed my 2012 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.*

☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2012 IRS tax return transcript(s)—**not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your PBSC student ID Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2012 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2012 tax returns, you must submit tax return transcripts for both you and your spouse.*

☐ *Check here if an IRS tax return transcript(s) is attached to this worksheet.*

☐ *Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school*

2. TAX RETURN NONFILERS— Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2012 income tax return with the IRS.

Check the box that applies:

☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2012.

☐ The student (and/or the student's spouse if married) was employed in 2012 and has listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. Attach copies of all 2012 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Student's PBSC ID number at the top.*

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,000.00 (example*	*Yes (example)*

Student's Name: ____ PBSC ID: ______________________________

D. Independent Student's Other Information to Be Verified

1. Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in 2011 or 2012. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2011 and/or 2012.

2. Complete this section if one of the student's parents paid child support in 2012.

☐ Either I, or if married, my spouse who is listed in Section B of this worksheet paid child support in 2012. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2012 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and student's PBSC ID number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2012
Mary Jones	*Chris Smith (example)*	*Terry Jones*	*$6,000.00*

E. Completion of High School or its Equivalent

Provide <u>one</u> of the following documents that indicate the student's high school completion status when the student will begin college in 2013-2014:

- 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 copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- A homeschooled student must provide a Home Education Affidavit

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.

☐ Check here if you previously provided this documentation to Palm Beach State College.

Student's Name: ____ PBSC ID: ________________________________

F. Certification and Signatures

I certify that all of the information reported on this worksheet is complete and correct. The student must sign and date this worksheet. If married, the spouse's signature is optional.

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

____

Student's Signature Date

____

Spouse'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.

G. Identity and Statement of Educational Purpose

(To Be Signed at the College)

The student must appear in person at **Palm Beach State College** to verify his or her identity by presenting 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 with the date it was received 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 following:

Statement of Educational Purpose

I certify that I ____ am the individual signing this Statement of Educational

(Print Student's Name)

Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Palm Beach State College** for 2013 – 2014.

____________________________	____________________	____________________
Student's Signature	Student's ID Number	Date

____________________	____________________	____________________	____________________
Financial Aid Staff Name	Financial Aid Staff Signature	Title	Date

If you are unable to appear in person, see notarized option on the following page.

Student's Name: ____ PBSC ID: __________________________________

H. Identity and Statement of Educational Purpose
(To Be Signed with Notary)

If the student is unable to appear in person at Palm Beach State College to verify his or her identity, the student must provide:

A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose

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

Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay

the cost of attending **Palm Beach State College** for 2013 – 2014.

____ ________________________
(Student's Signature) (Date)

____
(Student's ID Number)

Notary's Certificate of Acknowledgement

State of ____

City/County of____

On ______________________________, before me,____
(Date) (Notary's name)

personally appeared, ____, 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 **My commission expires on**

_________________________________ _____________________________
(seal) (Notary signature) (Date)

Student's Name: ____ PBSC ID: _________________________________

Verification of 2012 IRS Income Tax Return Information for Individuals with Unusual Circumstances

Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who has been unable to obtain a 2012 **IRS Tax Return Transcript** or use the IRS DRT must provide a signed copy of the 2012 paper IRS income tax return that was filed with the IRS and a singed copy of IRS Form 14039 "Identity Theft Affidavit" if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; **or**
- A copy of a police report if it was filed related to the IRS identity theft.

Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2012 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of the IRS Form 4868, " Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2012; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2012 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2012.

- ***NOTE: Persons who filed a FORM 4868 will be required to provide IRS tax transcripts prior to disbursement of aid.***

Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2012, provide both of the following:

- A signed copy of the original 2012 IRS income tax return that was filed with the IRS or a 2012 **IRS Tax Return Transcript** (signature not required) for the 2012 tax year; and
- A signed copy of the 2012 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Filed Non-IRS Income Tax Returns

If an individual filed or will file a 2012 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2012 income tax return(s).