



Education for your future. Sisterhood for life.

OFFICE OF FINANCIAL AID - 900 EAST WASHINGTON ST., GREENSBORO, NC 27401 - FINANCIAL_AID.EDU - (888) 370-8678 - FAX (336) 517-2204

Office of Financial Aid 2018-2019 Verification Worksheet V5

The U.S. Department of Education created the Verification Process to confirm the accuracy of information provided on the FAFSA. Applicants are randomly selected and are notified upon completion of the FAFSA.

Student and at least one parent (when applicable) must complete, sign and submit this worksheet along with any required documents to the Bennett College Office of Financial Aid. After reviewing your file you may be asked for additional information. The law says that we have the right to ask you for this information before disbursing Federal Student Aid.

SUBMISSION DEADLINE: June 1, 2018 Verification paperwork received after this deadline may cause a delay in the processing of funds to your student account.

A. STUDENT INFORMATION

Last Name	First Name	M.I	Social Security Number
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

B. FAMILY INFORMATION

Please check the box that indicates your current status. A student is considered dependent if she was required to provide parental data on the FAFSA. A student is considered independent if she was not required to provide parental data on the FAFSA.

Check One:

☐ **DEPENDENT STUDENT**

List the people in your household excluding foster children. Include: (a) yourself, (b) your parent(s) (including stepparent) you used on the FAFSA (c) your parents' other children, (d) other people, **IF** your parents will provide more than half of their support from July 1, 2018 through June 30, 2019.

Also write in the name of the college for any household member, **excluding** your parent(s), who will be attending at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. Attach additional sheets if necessary.

☐ **INDEPENDENT STUDENT**

List the people in your household, excluding foster children. Include: (a) yourself, (b) your spouse, if married (c) your children, (d) other people, **IF** you or your spouse will provide more than half of their support from July 1, 2018 through June 30, 2019.

Also write in the name of the college for any household member who will be attending at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. Attach additional sheets if necessary.

Full Name	Age	Relationship	College
		Self	Bennett College



Student's Name: _____ SSN: _____

Verification of 2016 Income Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

An individual, who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of 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 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016; **and**
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 IRS Tax Return Transcript** or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

An individual who filed or will file a 2016 income tax return with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government must provide:

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer's income and tax information required to be verified for tax year 2016; **or**
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the 2016 income tax return(s).

Student's Name: _____ SSN: _____

C. Verification of IRS Income Tax Return Information (Parent and Student)

Acceptable documentation: FAFSA IRS Data Retrieval (IRS DRT) or Federal Tax Return Transcript. Signed copies of tax forms are not acceptable documentation.

IRS Data Retrieval (IRS DRT) through the FAFSA on the web.

Go to <https://fafsa.ed.gov>, log in to the student's FAFSA record and select "Make FAFSA Corrections,"

1. Navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and/ or parent is eligible to use the IRS DRT. If the parents filed separate tax returns, the IRS DRT cannot be used and the IRS Tax Return Transcript must be provided for each.
2. To obtain an IRS tax return transcript:
 - Select "Get My Tax Record" tool, which is available at <https://www.irs.gov> on the main page. "Get a tax transcript" and then "Get Transcript Online." The Get Transcript Online tool allows the user to immediately receive an online PDF version of their IRS Tax Return Transcript. The Get Transcript Online tool uses a new enhanced two-step, multi-factor authentication process that requires the user to register before submitting a transcript request. Get Transcript Online is unavailable for new users at this time. If you already have an account, please continue the login process. Users can continue to access Get Transcript by Mail.
 - During the new Get Transcript Online registration process, the IRS will send the user a confirmation code via email and an authentication code via text. The IRS email and text will contain a one-time code that the user will use to finalize the Get Transcript Online registration. Note that the IRS will never request log-in information or personal data via email or text.
 - A tax filer who is not able to successfully register for the Get Transcript Online will be able to request a tax return transcript by mail.

Requesting Tax Transcripts by Mail, Paper, or Phone. ***PLEASE ORDER A 2016 TAX TRANSCRIPT***

1. A tax filer may also obtain a tax return transcript by electronically submitting a transcript request using the IRS Get Transcript by Mail option at <https://www.irs.gov>, by submitting a paper Form 4506T-EZ or 4506-T, or by calling 1-800-908-9946. These request methods will result in the IRS mailing a paper transcript to the address on file with the IRS. Unless the tax filer has formally changed their address with the IRS (through the IRS change of address processes), the address on file with the IRS is the one used on the individual's last filed tax return.
2. **IMPORTANT:** The IRS does not accept requests for transcripts at its Taxpayer Assistance Centers.
3. It takes 2-3 weeks for a IRS Tax Transcript to be available for electronic IRS tax return filers, and 8-11 weeks for paper IRS tax return filers. It can take up to 10 business days to receive an IRS Tax Return Transcript.



Student's Name: _____ SSN: _____

- D. **TAX RETURN FILERS**—if the student or parent filed or will file a 2016 IRS tax return, please complete this section. If parents are married tax information is required for both parents-this includes step-parent.

Check the box that applies – Student, Parent or Both:

- ☐ Student ☐ Parent the student and/or parent **has used the IRS DRT** in FAFSA on the Web to transfer 2016 IRS income tax return information to the FAFSA.
- ☐ Student ☐ Parent the student and/or parent **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 to the FAFSA once the 2016 IRS income tax return has been filed.
- ☐ Student ☐ Parent the student and/or parent is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2016 IRS Federal Tax Return Transcript – not a copy of the income tax return.

- E. **Verification of Income Earned and Payments to Tax-Deferred Pensions and Retirement Savings**

Provide copies of all 2016 IRS W-2 forms received for the student and/or parent.

The W-2 is used to determine the correct amount of income earned from work and the payments to tax-deferred pensions and retirement savings as shown in the boxes 12a through 12d.

- ☐ Student ☐ Parent The IRS W-2's are attached to this worksheet.
- ☐ Student ☐ Parent The IRS W-2's will be submitted on _____. (Estimated date)

- F. **IF YOU OR YOUR PARENT WILL NOT FILE AND ARE NOT REQUIRED TO FILE TAXES** — Individuals who did not file an IRS tax return for the relevant tax year will, if they successfully register for Get Transcript Online, receive a PDF page indicating that the IRS has no record of a tax return being filed for the requested year. Individuals who are not able to successfully register to use the Get Transcript Online tool will need to request a Verification of Non-filing (VONF) letter using IRS Form 4506-T. Selected applicants who are non filers will be required to submit confirmation of non-filing from the IRS or other relevant taxing authority.

Contact a Bennett College Financial Aid Administrator for further assistance.

Section B: If you will not file and are not required to file a tax return, list below the names of all the student's and/or parent's employers and the amount earned from each employer in 2016. **Please attach copies of all 2016 W-2 forms issued by employers.** List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Student Name or Parent's Name (if not required to file taxes)	Employer's Name	2016 Amount Earned	IRS W-2 Provided?

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Student's Name: _____ SSN: _____

G. Certification and Signatures

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

The student and one parent whose information was reported on the FAFSA must sign and date.

Student's Signature

Date

Parent's Signature

Date

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

Please review your information for accuracy and remember to include the following:

- ☐ Student and Parent's tax return transcript or the use of the IRS DRT transfer process.
- ☐ Student and Parent's W-2 or wage and tax earnings statement obtained either from the employer or the IRS.

Submit this worksheet to the Bennett College Office of Financial Aid. You should make a copy of this worksheet for your records.

Note: If we have reason to believe that any information on this form is inaccurate we may require supplemental documentation



Student's Name: _____ SSN: _____

H. High School Completion Status

Please check the document you will submit to verify the student's high school completion status when the student will begin college in 2018-2019:

- ☐ 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 DD Form 214 may serve as alternative documentation to verify high school completion if it indicates the student is a high school graduate.
- ☐ 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 exam) that the state recognizes as the equivalent of a high school diploma.
- ☐ For students 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 full credit toward a bachelor's degree.
- ☐ If State law requires a homeschooled student to obtain a secondary credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- ☐ If State law does not require a homeschooled student to obtain a secondary school completion credential for home school (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 documents the successful completion of a secondary school education in a home school setting.

If the student is unable to obtain the documentation listed above, he or she must contact the Office of Financial Aid.

Student's Name: _____ SSN: _____

I. Identity and Statement of Educational Purpose

You must verify your identity and sign a statement of Educational Purpose. There are two options for completing this section:

Option 1: Appear in person at the Bennett College Financial Aid Office and present a valid government-issued photo identification.

Option 2: If unable to appear in person you must provide an original notarized statement (see page

OPTION 1 (appear in person)

In order to verify your identity, present valid government-issued photo identification (ID), such as, but not limited to:

- ☐ A driver's license
- ☐ Other state-issued ID
- ☐ Passport

Bennett College will maintain a copy of your photo ID that is annotated with the date it was received and the name of the official at the institution authorized to validate your ID.

Statement of Educational Purpose.

You must sign in the presence of a Bennett College Official:

I certify that I _____ am the individual signing this Statement of

(Print Student's Name)

Educational 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 Bennett College for 2018-2019.

Student's Signature

Date

Student's ID Number

Student's Name: _____ SSN: _____

Option 2 (unable to appear in person)

Identity and Statement of Educational Purpose (To Be Signed With Notary)

If you, the student are unable to appear in person at Bennett College Office of Financial Aid to verify your identity, you must provide:

- (a) 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**
- (b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose. (To Be Signed in the Presence of a Notary)

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

Educational Purpose and that the federal student financial assistance I may receive will only be used for the educational purposes and to pay the cost of attending Bennett College for 2018-2019.

(Student's Signature)

(Date)

Student 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

(Printed name of signer)

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

(seal)

(Notary signature)

My commission expires on _____

(Date)

