



V5

2019–2020 Verification Worksheet V5 Dependent: Standard Verification

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. The Department of Education requires completion of verification before awarding any Federal Student Aid. You must submit any required documents to verify that you provided correct information on the FAFSA. To verify that you provided correct information, we 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 submit this completed form and other required documents to the Office of Financial Aid as soon as possible to ensure your financial aid will not be delayed.

SECTION A: STUDENT'S INFORMATION

Last Name	First Name	Student Number
Street Address		Date of Birth
City	State	Zip Code
Home Phone		Email Address
Cell Phone or Alternate Phone		

SECTION B: NUMBER OF HOUSEHOLD MEMBERS AND NUMBER IN COLLEGE

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, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020 even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2020.

Number in College: 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, 2019, and June 30, 2020, and include the name of the college.

Full Name	Age	Relationship	College	Enrolled at Least Half Time? (Yes or No)
		<i>Self</i>	<i>Trenholm State Community College</i>	

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SECTION C: VERIFICATION OF 2017 INCOME INFORMATION FOR STUDENT TAX FILERS

Instructions: Complete this section if the student filed or will file a 2017 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.gov.* In most cases, no further documentation is needed to verify 2017 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 2017 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 2017 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a copy of **2017 Tax Return or 2017 IRS Tax Return Transcript(s)**.

A **2017 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request. Select Option 2 to request the 2017 IRS Tax Return Transcript.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

_____ Check here if a **2017 Tax Return or IRS Tax Return Transcript(s)** is provided.

_____ Check here if a **2017 Tax Return or IRS Tax Return Transcript(s)** will be provided later.

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SECTION D: VERIFICATION OF 2017 INCOME INFORMATION FOR STUDENT NONTAX FILERS

The instructions and certifications below apply to the student. Complete this section if the student will not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2017.

If you did not have income for 2017, you must complete the 2019-2020 Low Income Verification Form located at www.trenholmstate.edu and submit along with the V5 Dependent Worksheet.

- The student was employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

SECTION E: VERIFICATION OF 2017 INCOME INFORMATION FOR PARENT TAX 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 2017 or had a change in marital status after December 31, 2017.

Instructions: Complete this section if the parents filed or will file a 2017 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.gov.* In most cases, no further documentation is needed to verify 2017 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 2017 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 2017 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 Tax Return or IRS Tax Return Transcript(s)**.

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A **2017 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

- ____ Check here if a **2017 Tax Return or IRS Tax Return Transcript(s)** is provided.
 ____ Check here if a **2017 Tax Return or IRS Tax Return Transcript(s)** will be provided later.

SECTION F: VERIFICATION OF 2017 INCOME INFORMATION FOR PARENT NONTAX FILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2017 income tax return with the IRS. **Parents must obtain a statement of non-filing from the IRS and submit the statement for verification purposes.**

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2017 and must provide a statement of non-filing from the IRS.

If you did not have income for 2017, you must complete the 2019-2020 Low Income Verification Form located at www.trenholmstate.edu and submit along with the V5 Dependent Worksheet.

- One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2017 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

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SECTION G: HIGH SCHOOL COMPLETION STATUS

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2019–2020:

- A copy of the student's 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.
- 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 that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- 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.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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 homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

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SECTION H: IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

(To Be Signed at the Institution)

The student must appear in person at Trenholm State Community College to verify his or her identity by presenting an unexpired 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 receive and review the student’s ID. *(If you are unable provide identification and sign the Statement of Educational Purpose in person, you must complete notarized Statement of Education Purpose)*

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I _____ am the individual signing
(Print Student’s Name)

this Statement of 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 Trenholm State Community College for 2019–2020.

(Student’s Signature)

(Date)

(Student’s ID Number)

Date Identity received and statement signed _____

Trenholm State Financial Aid Official (print name and title) _____

Signature Financial Aid Official _____

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SECTION I: CERTIFICATION AND SIGNATURE

Each person signing below certifies that all the information reported is complete and correct. I give Trenholm State authorization to submit corrections to my ISIR for verification purposes.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Print Student's Name

Student's ID Number

Student's Signature (Required)

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.

Trenholm State Community College
Financial Aid Office
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Montgomery, AL 36108
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Fax: 334-420-4343
Email: finaid@trenholmstate.edu