Keystone College

2019-2020 AGGREGATE VERIFICATION WORKSHEET (V5)

Your 2019–2020 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/or your parents reported on your FAFSA. The financial aid administrator at your school will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected. 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.

**Warning:** This form will be rejected if it is incomplete or illegible...please complete carefully!

**STEP 1 – STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Social Security Number</th>
<th>Student ID</th>
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<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>Street &amp; Number</th>
<th>City/State/Zip</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Email Address</th>
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**STEP 2 – FAMILY INFORMATION:** check one of the following/supply information accordingly

- **Independent Students:** List the people in your household:
  a. Yourself and your spouse, if married
  b. Your children, if you provide more than half of their support from July 1, 2019 through June 30, 2020
  c. Any other people if they now live with you and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

- **Dependent Students:** List the people in your parents’ household:
  a. Yourself, your parent(s) you live with (include stepparent), must include both of dependent student’s legal (biological and adoptive) parents if they live together regardless of marital status or gender.
  b. Your parents’ other children if your parent(s) will provide more than half of their 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. Include children who meet either of these standards, even if they do not live with your parent(s).
  c. Any other people if they now live with your parents and your parents provided more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

**Number in College:** 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, 2019, and June 30, 2020, and include the name of the college. **PLEASE LIST ALL HOUSEHOLD MEMBERS BELOW.**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship to student</th>
<th>Name of College or University (if at least ½ time 2018-2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Jones (EXAMPLE)</td>
<td>24</td>
<td>Self</td>
<td>Example University</td>
</tr>
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</tbody>
</table>
If you need more space, attach a separate page that includes your name and Social Security Number at the top.
STEP 3 – STUDENT OR STUDENT/SPOUSE(FILING JOINT) FILING INFORMATION

Please check one box below that applies to the student or student and spouse (if filing joint):

☐ The student HAS used the data retrieval tool on the FAFSA. The IRS data retrieval tool allows students to transfer their income information from the IRS directly to the FAFSA. If the student used this tool they will NOT need to submit 2016 IRS tax return transcripts.

☐ The student is unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA, the student will submit a 2017 Form 1040 SIGNED or a 2017 IRS tax return transcript, instructions attached.

☐ The student was unemployed and had no income earned from work in 2017 and student will submit a “Verification of Nonfiling” (requests not issued until after June 15, 2018), instructions attached.

***verification of nonfiling is NOT required for dependent students***

☐ The student was employed in 2017 and did not file a tax return. Please list below the names of all the student’s employers, the amount earned from each employer in 2017.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>Amount Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00 (example)</td>
</tr>
</tbody>
</table>

-W-2 is required if you check this box and student must submit a “Verification of Nonfiling”, instructions attached.

***verification of nonfiling is NOT required for dependent students***

STEP 4 – PARENT OR SPOUSE(FILING SEPARATE) FILING INFORMATION

Please check one box below that applies to parent(s) or spouse(if filing separately):

☐ The parent(s)/spouse HAVE used the data retrieval tool on the FAFSA. The IRS data retrieval tool allows parent(s)/spouse to transfer their income information from the IRS directly to the FAFSA. If a parent(s)/spouse used this tool they will NOT need to submit tax transcripts.

☐ The parent(s)/spouse is unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA, the parent(s)/spouse will submit a 2017 Form 1040 SIGNED or a copy of the parent(s)/spouse 2017 IRS tax return transcript(s), instructions attached.

☐ The parent(s)/spouse were unemployed and had no income earned from work in 2017 and will submit a “Verification of Nonfiling”, (requests not issued until after June 15, 2018), instructions attached.

☐ The parent(s)/spouse were employed in 2017 and did not file a tax return. Please list below the names of all the parent’s/spouse employers, the amount earned from each employer in 2017.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>Amount Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00 (example)</td>
</tr>
</tbody>
</table>

-W-2 is required, if you check this box and student must submit a “Verification of Nonfiling”, instructions attached.
STEP 5 – Identity and Statement of Educational Purpose

The student must choose (A) or (B) to fulfill the requirements.

A. Student must appear in person at Keystone 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.

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

B. Student is unable to appear in person at Keystone College to verify his or her identity, the student must provide:
   1. A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and
   2. The original Statement of Educational Purpose provided below, which must be notarized. 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.

STEP 6 – CERTIFICATION AND SIGNATURES

I certify that ____________________________________________________________, am the individual signing this statement of Education 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 Keystone College for 2019-2020.

________________________________________  __________________________
Student’s Signature                              Date

________________________________________  __________________________
Parent’s Signature                              Date

*Please make a copy for your records

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.
STEP 7 - High School Completion Status

You have been selected for High School Verification by the Department of Education.

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2019-2020:

- 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, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
- 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.
- For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (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 homeschool (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.
***Use this sheet if you chose Step 5- A (to be completed in the presence of a university official)***

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I__________________________________am the individual signing this
(Print Student’s Name)
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

_________________________________________   _____________________________
(Student’s Signature)                          (Date)

_________________________________________
(Student’s ID Number)

University Official

________________________________________________________________________
Print Name   Signature   Date
***Use this sheet if you chose Step 5-B (to be completed in the presence of a notary)***

***If this form is used you must mail to us the original document, we cannot accept fax, scan, or emailed copies***

STATEMENT OF EDUCATIONAL PURPOSE

I certify that ____________________________am the individual signing this
(Print Student’s Name)
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

_________________________   ________________________
(Student’s Signature)          (Date)

_________________________
(Student’s ID Number)

NOTARY’S CERTIFICATE OF ACKNOWLEDGEMENT

State of

City/County of

On ____________________________ , before me, ____________________________ , I, ____________________________, a Notary Public in and for the State of Pennsylvania, do hereby certify that
(Printed name of signer)

personally appeared, ____________________________, and provided to me on basis of satisfactory evidence of identification ____________________________, to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(Notary signature)

(seal here)

My commission expires on ____________________________

(Date)
Instructions on Requesting Tax Information

Requesting a Tax Return Transcript

You will need your Social Security Number, date of birth, a valid email address, and the address on file with the IRS (normally this will be the address used when your 2017 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 2016 tax returns, you must submit tax return transcripts for both you and your spouse.


2) Under tools, select **GET YOUR TAX RECORD**

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**What You Need**

To register and use this service, you need:

- your [SSN](https://www.irs.gov) (Social Security Number), date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and
- a mobile phone with your name on the account.

**What You Get**

- All transcript types are available online
- View, print or download your transcript
- Username and password to return later

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**What You Need**

To use this service, you need your:

- [SSN](https://www.irs.gov) or [Individual Tax Identification Number (ITIN)](https://www.irs.gov),
- date of birth, and
- mailing address from your latest tax return

**What You Get**

- Return or Account transcript types delivered by mail
- Transcripts arrive in 5 to 10 calendar days at the address we have on file for you
Requesting Documents for Amended Tax Returns

If you or your parent(s)/spouse have filed an amended IRS tax return you are required to provide the documents below to complete verification.

- A copy of the 2017 IRS Tax Return Transcript(per above instructions), or any IRS tax transcript that includes all of the income and tax information required to be verified, and
- A signed copy of the 2017 IRS Form 1040X that was filed with the IRS.

Request for Verification of Non-Filing Letter

Non tax filers must request a Verification of Nonfiling Letter from the Internal Revenue Service (IRS), free of charge. You can only request via mail. Please note that current year requests are only available after June 15th.

Paper Request
2. Print form off and complete lines 1-4. On line 7, check the box to indicate you would like to receive a Verification of Nonfiling, proof that you did not file a return for the year
3. On line 9 indicate the ending date on the year or period. For 19-20 verification the date should be 12/31/2017.
4. Mail or fax the form to the correct location based on where you live. Use 2nd Page of 45067T to determine this address or fax number.
5. The Verification Letter of Nonfiling will be mailed to you within 10 business days.