

**2018-19 Verification Worksheet for Dependent Student – Form 5**

Student ID Number: S \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*Form must be completed in blue or black ink. Failure to accurately complete this form may result in a delay of processing or change of financial aid eligibility. Additional documentation may be requested. Read instructions carefully before completing.*

**Section 1: High School Completion Status**

Please submit documentation to verify you have completed a high school education. Acceptable documentation can include:

- A high school diploma or final official transcript. Transcripts must verify graduation completion date
- GED certificate or transcript
- A transcript that indicates that you have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree at any participating school
- Home school credential or transcript
- If high school completed in foreign country, a copy of the “secondary school leaving certificate” or similar document

Type of documentation submitted: \_\_\_\_\_

Designated institutional official: \_\_\_\_\_  
(School official’s printed name)

**Section 2: Identity**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

You must appear in person at \_\_\_\_\_ Financial Aid Office to verify your  
(Name of institution)  
identity by presenting a valid unexpired 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 your photo ID.

Type of documentation submitted: \_\_\_\_\_

Designated institutional official: \_\_\_\_\_  
(School official’s printed name)

Student ID Number: S \_\_\_\_\_

**Section 3: Statement of Educational Purpose**

**MUST BE COMPLETED & SIGNED AT THE FINANCIAL AID OFFICE**

**If unable to appear in person at the Financial Aid Office, you must complete this section with a notary**

In addition, you must sign, in the presence of the institutional official, the following:

I certify that I \_\_\_\_\_ am the individual signing this  
(Student's printed 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  
\_\_\_\_\_ for 2018-2019.  
(Name of institution)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notary Section Instructions: Please Read**

This section should only be completed if you are unable to appear in person at the institution with a designated official. This form (the original on which the seal is visible) should be mailed to the Financial Aid Office at your institution along with the copy of the government-issued identification and high school documentation.

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me \_\_\_\_\_  
(Date) (Notary's name)

Personally appeared \_\_\_\_\_ and proved to me on the basis of  
(Printed name of signer)

Satisfactory evidence of Identification \_\_\_\_\_ to be the above-named  
(Type of unexpired government-issued ID provided)

Person who signed the foregoing instrument.

My commission expires on \_\_\_\_\_, 20 \_\_\_\_\_

Notary (Print): \_\_\_\_\_

Notary (Signature): \_\_\_\_\_

(Seal)

Student ID Number: S \_\_\_\_\_

**Section 4: Household Information**

**Student/Parent(s) Information**

List the people in your household, including:

- **Yourself** (the ‘student’), and **your parent(s)**;
- **Your parents’ other children**, even if they don’t live with your parent(s), **if (a) your parents will provide more than half of their support\* from July 1, 2018 through June 30, 2019**, or (b) the children would be required to provide parental information if they were completing a FAFSA for 2018-2019, and;
- **Other people** if they **live with your parent(s)**, and your parent(s) **provide more than half of their support\*** and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

*\*Support includes money, gifts, loans, housing, food, clothes, car, medical/dental care, college tuition, etc.*

| Full Name | Age | Relationship to Student | The name of the college attending from July 1, 2018 to June 30, 2019. Must attend at least ½ time and be enrolled in an eligible degree and/or certificate. |
|-----------|-----|-------------------------|---|
|           |     | Self                    |   |
|           |     | Parent                  |   |
|           |     | Parent/Stepparent       |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |
|           |     |                         |   |

THIS SPACE INTENTIONALLY  
LEFT BLANK

Student ID Number: S \_\_\_\_\_

**Section 5: Income Information**

- **TAX FILERS:**
  - **If you and/or your parent(s) filed a 2016 Federal Income Tax Return**, you must either give the Internal Revenue Service (IRS) permission to transfer all 2016 tax information directly to the FAFSA through the IRS Data Retrieval Tool, or submit a 2016 Federal Tax Return Transcript, or a signed 2016 Federal Tax Return.
  - **To obtain an IRS Federal Tax Return Transcript**, you may go to <http://www.irs.gov/individuals/get-transcript> and click on “Get a Transcript Online” or “Get a Transcript by Mail” or call 1-800-908-9946. Be sure to order the IRS Tax “Return” Transcript. If there are two parents listed on your FAFSA and they did not file 2016 taxes jointly, both parents listed on the FAFSA should submit a Tax Return Transcript.
- **NON-TAX FILERS:**
  - **If your parent(s) did not file a 2016 Federal Income Tax Return**, they are required to submit a Statement of Non-Filing and all 2016 W2s. To receive a 2016 Statement of Non-Filing, go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> and complete Form 4506-T with **Box 7** checked. If you are unable to obtain the Statement of Non-Filing, please contact the Financial Aid Office.
  - If you (the student) or your parent(s) are not able to locate your 2016 W2s, you can request to receive your Wage and Income Statement by checking **Box 8** on the 4506-T.

**2016 Tax Filing Status: Only select one option for each individual**

|  | Student                  | Parent                   |
|--|--------------------------|--------------------------|
| 1. Has used or plans to use the IRS Data Retrieval Tool to transfer tax information electronically on FAFSA.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Already has or plans to submit a copy of their 2016 IRS Federal Tax Return Transcript or <b>signed</b> 2016 IRS Federal Tax Return.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has not filed, was not required to file, and had no income earned from work in 2016.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has not filed, was not required to file, but had income earned from work in 2016 as listed below, and already has or plans to submit all 2016 W2's. <b>If this box is selected, wage information must be completed below.</b> | <input type="checkbox"/> | <input type="checkbox"/> |

**2016 Wage Information (Only Non-Filers)**

*Only complete wage information for each person who selected **Option 4** in the previous chart.*

| Non-Tax Filer  | Name of Employer | 2016 Income Earned |
|----------------|------------------|--------------------|
| <b>Student</b> |                  | \$                 |
|                |                  | \$                 |
| <b>Parent</b>  |                  | \$                 |
|                |                  | \$                 |

*If more space is needed, attach a separate page with student's name and student ID number.*

**By signing this document, I certify that the information is complete, true and accurate. I understand that purposely providing false or misleading information could result in criminal prosecution, a prison sentence, and/or a fine pursuant to U.S. Criminal Code and Colorado Criminal Code.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_