

2021–2022 Verification Worksheet

Dependent Student- Tracking Group V5

Your 2021–2022 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 must confirm the information you and your parents 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 and at least one parent 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. Dependent Student’s Information

| | | | |
|--|--|-----|-------------------------|
| Student’s Last Name | Student’s First Name | MI | Student’s SSN |
| Student’s Street Address (include apt. no) | | | Student’s Date of Birth |
| City | State | Zip | Student’s Email Address |
| Student’s Phone Number | Student’s Alternate or Cell Phone Number | | |

B Dependent Student’s Family Information

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, 2021, through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2022.
- Number in College: Include 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, 2021, and June 30, 2022, include the name of the college.

If more space is needed, provide a separate page with the student’s name and SSN at the top.

| Full Name | Age | Relationship | College | Will be Enrolled at least Half Time (Yes or No) |
|-----------|-----|--------------|---------|---|
| | | <i>self</i> | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institution is inaccurate.

C. Dependent Student’s Income Information to Be Verified

1. TAX RETURN FILERS

Instructions: Complete this section if the student filed or will file a 2019 IRS income tax return. *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 2019 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 2019 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 2019 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 a **2019 IRS Tax Return Transcript**.

A 2019

IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure the request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax 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, under the Tools heading on the IRS homepage, click "Get a tax transcript." Click “Get Transcript ONLINE.” Make sure to request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax 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.

- Check here if a 2019 IRS Tax Return Transcript(s) is provided.
- Check here if a 2019 IRS Tax Return Transcript(s) will be provided later.

2. TAX RETURN NONFILERS

- Complete this section if the student will not file and is not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and has listed below the names of all the student’s employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

| Employer’s Name | 2019 Amount Earned | IRS W-2 Attached? |
|------------------------|--------------------|-------------------|
| ABC Shipping (example) | \$1,280 | Yes |
| | | |
| | | |
| | | |
| | | |

D. Parent’s Income Information to Be Verified

1. TAX RETURN 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 2019 or had a change in marital status after December 31, 2019.

Instructions: Complete this section if the student’s parent(s) filed or will file a 2019 IRS income tax return. *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 2019 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 2019 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 2019 IRS income tax return information into the student’s FAFSA once the 2017 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2019 IRS Tax Return Transcript.

A **2019 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure the request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax 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, under the Tools heading on the IRS homepage, click "Get a tax transcript." Click “Get Transcript ONLINE.” Make sure to request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax 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 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** must be provided for each.

- Check here if a 2019 IRS Tax Return Transcript(s) is provided.
- Check here if a 2019 IRS Tax Return Transcript(s) will be provided later.

2. TAX RETURN NONFILERS

The instructions and certification below apply to each parent included in the household. Complete this section if the student’s parents will not file and **are not required to file a 2019 income tax return with the IRS.**

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2019.
- The student’s parent(s) was employed in 2019 and has listed below the names of all the parent’s employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is attached. Attach copies of all 2019 IRS W-2 forms issued to the parent(s) by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

| Employer’s Name | 2019 Amount Earned | IRS W-2 Attached? |
|------------------------|--------------------|-------------------|
| ABC Shipping (example) | \$1,280 | Yes |
| | | |
| | | |

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- _____ Check here if confirmation of non-filing or a signed statement is provided.
- _____ Check here if confirmation of non-filing or a signed statement will be provided later.

E. Documentation of Identity/Statement of Educational Purpose

The student must appear in person at Central Baptist 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.

If the student is unable to appear in person at Central Baptist College (To be signed in the presence of a Notary) to verify his or her identity, the student must provide to the institution:

- (a) 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
- (b) 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.

| | | | |
|--|-------------|--|-------------|
| Statement of Educational Purpose | | | |
| I certify that I _____ am the individual signing this Statement of Educational | | | |
| <i>Printed Student's Name</i> | | | |
| 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 Central Baptist College for 2021-2022. | | | |
| _____ | _____ | _____ | _____ |
| <i>Student's Signature</i> | <i>Date</i> | <i>Financial Aid Administrator's Signature</i> | <i>Date</i> |

Notary's Certificate of Knowledge

State of _____ City/County of _____ On _____

before me, _____ personally appeared, _____

(Notary's Name)

(printed name of signer)

and proved 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 _____

(Notary signature)

(Date Commission Expires)

(seal)

F. High School Completion Status

You must provide one of the following documents that will indicate the student's high school completion status when the student begins college in 2021–2022. Check the box of the document you will attach to this worksheet:

- 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 (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- 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.

G. Certification and Signatures

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

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

The student and one parent must sign and date.

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

Submit this worksheet to the financial aid office at your school.

Mail: Central Baptist College
Financial Aid Office
1501 College Ave
Conway, AR 72034

For the purpose of keeping your personal and financial information confidential, please DO NOT send these worksheets or any tax documents by email or fax.