

**2018-2019 Verification Worksheet**  
**Dependent Student – Tracking Group V5**

Your 2018-2019 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 your parents reported on 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 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.

Complete **both sides** of this form.

**A. STUDENT INFORMATION**

Last Name	First Name	M.I	
Street Address	City	State	Zip Code
Date of Birth	Cell Phone	Home Phone	
Email			

**B. FAMILY INFORMATION**

List the people in your **parents' household**, include:

- **Yourself** and your **parent(s)** (including stepparent, biological parents living together and not married), and
- Your parent's **other children** 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 when applying for Federal Student Aid, and
- **Other people** if they now live with your parent(s), and your parent(s) provide more than half of their financial support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

Also write in the name of the college any household member, except your parent(s), 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 at an eligible postsecondary educational institution. If you need more space, attach a separate page.

Household Member: Full Name	Age	Relationship to Student	Current College or University	Will be Enrolled at Least Half Time?
		Self	City Colleges of Chicago	

**C. STUDENT INCOME INFORMATION AND TAX FILING STATUS**

Please select **ONE** box only:

- I (the student) have already filed and used the IRS Data Retrieval tool on my FAFSA for 2016 income
- I (the student) have already filed and I did not use the IRS Data Retrieval tool and I am attaching my 2016 Tax Return Transcript which I obtain directly from IRS (Income Tax Returns **do not** satisfy this requirement)
- I (the student) was not employed and had no income earned from work in 2016
- I (the student) was employed in 2016 but am not required to file a 2016 Income Tax Return with the IRS. Submit W-2's and/or 1099s from each employer.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
(Example) ABC's Auto Body	Yes	\$4500

**D. PARENT INCOME INFORMATION AND TAX FILING STATUS**

Please select **ONE** box only:

- Your parent(s) have already filed and used the IRS Data Retrieval tool on your FAFSA for 2016 income
- Your parent(s) have already filed and did not use the IRS Data Retrieval tool and you are attaching their 2016 Tax Return Transcript which you obtain directly from IRS (no Income Tax Returns would satisfy this requirement)
- Your parent(s) was not employed and had no income earned from work in 2016
- Your parent(s) was not employed and had no income earned from work in 2016
- Your parent(s) was employed in 2016 but was not required to file a 2016 Income Tax Return with the IRS. Submit W-2's and/or 1099s from each employer. Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

Employer's Name	Employee's Name (Mother/Father)	IRS W-2 Provided	Annual Amount Earned in 2016
(Example) ABC's Auto Body	Father	Yes	\$4500

**E. HIGH SCHOOL COMPLETION STATUS**

Provide **ONE** of the following documents that indicate the student's high school completion status when the student will begin college in 2018–2019: Check the box of the document you will attach to this worksheet.

**The student must submit the original copy; the school will retain a copy for their records.**

- 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 such as evaluation of foreign transcripts
- 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 secondary school education in a homeschool setting

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

**F. DOCUMENTATION OF IDENTITY/ STATEMENT OF EDUCATIONAL PURPOSE**

In order to complete the verification process, you must appear in person at City Colleges of Chicago to verify your 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 your 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 your ID.

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

**STATEMENT OF EDUCATIONAL PURPOSE:**

**Instructions:** You (the student), must sign the Statement of Educational Purpose in the presence of the institutional official.

I certify that I (the student) \_\_\_\_\_ am the individual signing 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 City Colleges of Chicago for 2018-2019.

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

<b>FOR OFFICE USE ONLY:</b>	
_____	
Financial Aid Officer’s Name and Title	
_____	_____
Financial Aid Officer’s Signature	Document Received Date
<input type="checkbox"/> Check here if the student appeared in person and presented one of the following documents: _____ Valid Driver’s license, OR _____ Valid State ID, OR _____ Valid Passport	

**G. SIGN THIS WORKSHEET**

The College must review the requested information. Under the financial aid program rules (CFR title 34, Part 668). If you are the student, by signing this application you certify that you (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (4) will notify your school if you default on a federal student loan and (5) will not receive a Federal Pell Grant for more than one school for the same period of time. If you are the parent or the student, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you filed or are required to file. Also, you certify that you **understand that the Secretary of Education has the authority to verify the information reported on this application with the Internal Revenue Service and other federal agencies.** If you sign any document related to the federal student aid programs electronically using a FSA ID and password, you certify that you are the person identified by the FSA ID and password and have not disclosed that to anyone else.

**WARNING: If you purposely give false or misleading information on the worksheet, you may be fined \$20,000, sent to prison, or both.**

Parent Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

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

Student 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.**