



## Bucks County Community College 2018–2019 Verification Worksheet Independent Student – 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 spouse reported on your FAFSA. To verify that you provided correct information the Financial Aid Office 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 (or your spouse) must complete and sign this worksheet and submit the form and other required documents to the Financial Aid Office **within 21 days** of receipt of this form. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

### A. Independent Student's Information

Last Name	First Name	M.I.	SS#
Street Address (include apt.#.)			Student ID#
City	State	Zip Code	Student's Date of Birth
Home Phone Number		Alternate or Cell Phone Number	
E-Mail Address: _____			

### B. Family and Household Information

**Write the names of all of your household members; including you (and your spouse).**

- Include your children if you will provide more than half of their support between July 1, 2018 and June 30, 2019 even if they do not live with you.
- Include other dependents, **if** they now live with you, **and you** currently provide more than half of their support, and, **and** will continue to provide more than half of their support between July 1, 2018 through June 30, 2019.

Full name of family members in the household. Start with student(s).	Relationship to Student	Age	Name of the college for any family member (excluding parents) who will be working toward a degree or certificate and will be enrolled at least half time during 2018-19 academic year.	Enrolled at least half time? Y or N
1.	Student		Bucks County Community College	
2.				
3.				
4.				
5.				

Additional household members can be included on a separate sheet of paper.

Total in Household \_\_\_\_\_ Total in College \_\_\_\_\_

**C. Independent Student's Income Information To Be Verified**

**Instructions:** Complete this section if the student, filed or will file a 2016 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. You can request a tax transcript by visiting [www.irs.gov](http://www.irs.gov) or calling 1-800-908-9946.*

**Tax Return Filers- Did you file federal taxes in 2016? Yes****Check only one box below:**

- ☐ Check here, if you successfully imported 2016 tax data using the IRS Data Retrieval Tool.
- ☐ Check here if you are attaching your, and/or your spouse's 2016 **JOINT** Tax Transcript.
- ☐ Check here if you filed, **separately** from your spouse and you are attaching 2016 Tax Transcripts.
- ☐ Check here if you and / or your spouse earned income, but did not file a 2016 Tax Return. If you or your spouse did not file a 2016 Federal Tax Return, but earned income in 2015, you must still provide all W-2 forms or other earnings statements to the Financial Aid Office. **You must still provide all W-2 forms or other earning statements to the Financial Aid Office. Please complete the chart below.**

To obtain a tax transcript, see the enclosed **IRS TAX RETURN TRANSCRIPT REQUEST INSTRUCTIONS** sheet.

**Tax Return Nonfilers Did you file federal taxes in 2016? NO**

Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2016 income tax return with the IRS.

**Check the box that applies:**

- ☐ I, the student (and, if married, the student's spouse) was not employed and had no income earned from work in 2016.
- ☐ I, the student (and/or the student's spouse if married) was employed in 2016 and has listed below the names of all the student's employers, (and spouse's if married), the amount earned from each employer in 2016, and attached an IRS W-2 form(s) from each employer. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (Example)	\$2,000.00 (example)	Yes (example)

**All non-filers are required to provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS Income tax return was not filed with the IRS.**

- ☐ Check here if confirmation of non-filing is provided, -documentation must be attached.

Student's Name: \_\_\_\_\_ Student #: \_\_\_\_\_

**D. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE**

*(To Be Signed In Front Of Bucks County Community College Staff Member)*

The student **must appear** in person at **Bucks County Community College** to verify his or her identity by presenting a 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

***If you are unable to appear in person – please read next section To Be Signed with Notary for more information and signatures that are required.***

**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 attending Bucks County Community College for 2018–2019.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Student's ID Number)

\_\_\_\_\_  
Date

**Financial Aid Staff ID Verification**

Date: \_\_\_\_\_ Verified by: \_\_\_\_\_

Valid Government- Issued Photo ID used to Verify Identity

\_\_\_\_ Driver's License \_\_\_\_ U.S. Passport \_\_\_\_ Other Gov't/State Issue ID \_\_\_\_\_  
Type of ID Issued

**Identity and Statement of Educational Purpose**

**To be signed with Notary**

If the student is unable to appear in person at **Bucks County Community College** to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as limited to a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement  
(Print Student's Name)

of Educational Purpose and that the federal financial assistance I may receive will be only be used for educational purposes and to pay the cost of attending Bucks County Community College for 2018–2019.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

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

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

Personally appeared, \_\_\_\_\_, and provided to me  
(Printed name of signer)

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**  
(seal)

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

**My commission expires on** \_\_\_\_\_  
(Date)

Student's Name: \_\_\_\_\_ Student #: \_\_\_\_\_

### **E. Certification and Signatures**

*I certify* that all of the information reported on this worksheet is complete and correct.

**The student must sign and date this worksheet.**  
**If married, the spouse's signature is optional.**

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

**Submit this worksheet to:**  
**Bucks County Community College, Financial Aid Office, 275 Swamp Road, Newtown, PA 18940**  
**Fax #: (215) 504-8522 Email: [finaid@bucks.edu](mailto:finaid@bucks.edu) Phone #: 215 968-8200.**

***Note: Any form with incomplete or blank information and/or not having complete signatures will be returned, and delay processing.***

**You should make a copy of this worksheet for your records.**