

## 2020-2021 Verification Worksheet

### FEDERAL STUDENT AID PROGRAMS

Your 2020–2021 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 reported on your FAFSA. To verify that you provided correct information the Grossmont College 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 must complete and sign this worksheet, attach any required documents, and submit the form and any other required documents to the Grossmont College

Financial Aid Office. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**Complete this verification form IN BLACK INK** and submit the completed worksheet, IRS Tax Transcripts and any other documents we request to:

**Grossmont College  
Financial Aid Office  
8800 Grossmont College Drive  
El Cajon, CA 92020-1799**

***Faxed or Mailed forms will NOT be accepted!***

#### Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student College ID Number
Student's Street Address (include apartment/unit number)			Student's Email Address
City	State	Zip Code	Student's Phone Number (include area code)

#### SECTION 1 – Standard Verification Group (Questions 73-74 on the FAFSA)

##### 1.1 - List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including stepparent if applicable) even if you don't live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now 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 through June 30, 2021.

**\*Shared living arrangement (i.e. roommate) is not the same as "support."**

**Support means: currently providing more than half of all living expenses for that person because that person listed has no means of self-support, or no one else is providing at least half of their support.**

Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2020 and June 30, 2021. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Full Name	Age	Relationship	If In College	If At Least Half Time
<i>Marty Jones (example)</i>	<i>40</i>	<i>Dad</i>	<i>Central University</i>	<i>Yes</i>
		Self	Grossmont College	

**1.2 - Dependent Student's Income Information to Be Verified**

1. **TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2018 IRS tax return, the student must contact the Grossmont College Financial Aid Office before completing this section.

**Instructions:** Complete this section if the student, filed or will file a 2018 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 the student has not already used the tool, go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov), log into the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into the student's 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 contact the Grossmont College Financial Aid Office.*

Check the box that applies:

- I, the student filed a 2018 IRS Tax Return.
  - Check here if the student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income tax return information into the student's FAFSA and **has not made any changes to the information.**
  - Check here if the student's IRS Tax Return Transcript is attached to this worksheet (NOT a photo copy of the Income Tax Return).
  - Check here if the student's IRS Tax Return Transcript will be submitted to the school later. Verification cannot be completed until the IRS Tax Return Transcript has been submitted to the school.

2. **NONFILERS**—Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS. *Note: if your nonfiling status comes into question during the verification review process, you may be required to submit a 2018 "Verification of Nonfiling Letter" from the IRS.*

Check the box that applies:

- I, the student was not employed and had no income earned from work in 2018.
- I, the student was employed in 2018, but was not required to file a return, and have listed below the following: names of all my employers, the amount earned from each employer in 2018 and I have indicated whether a W-2 form is attached. *Attach copies of all 2018 W-2 forms issued to the student by employers. List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Employer's Name	2018 Amount Earned (Please round up or down – NO CENTS)	W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000</i>	<i>Yes</i>

**1.3 - Parent's Income Information to Be Verified**—Note: If two parents were reported in Section 1.1 of this worksheet, the instructions and certifications below refer and apply to both parents.

**1. TAX RETURN FILERS—Important Note:** If the student's parent(s) filed, or will file, an amended 2018 IRS tax return, you must contact the Grossmont College Financial Aid Office before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2018 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 the student's parent(s) has not already used the tool, the parent and the student should go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into the student's 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 whether or how to use the IRS Data Retrieval Tool contact the Grossmont College Financial Aid Office.*

Check the box that applies:

- The student's parent(s) filed a 2018 IRS Tax Return.
  - Check here if the student's parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2018 IRS income tax return information into the student's FAFSA and **has not made any changes to the information.**
  - Check here if an IRS Tax Return Transcript is attached to this worksheet (NOT a photo copy of the Income Tax Return).
  - Check here if an IRS Tax Return Transcript will be submitted to your school later. Verification cannot be completed until the IRS Tax Return Transcript has been submitted to your school.

**2. NONFILERS** — Complete this section if the student's parent(s) will not file and is not required to file a 2018 income tax return with the IRS. **Note: you are required to attach your parent(s) 2018 "Verification of Nonfiling Letter" from the IRS to this form.**

Check the box that applies:

- The student's parent(s) was not employed, had no income earned from work in 2018, and attached a Verification of Nonfiling Letter from the IRS dated on or after October 1, 2019 for each parent to this worksheet.
- The student's parent(s) was employed in 2018, but was not required to file a return, and has listed below the following: names of all the parent's employers, the amount earned from each employer in 2018 and has indicated whether a W-2 form is attached. **Attach:** a Verification of Nonfiling Letter from the IRS dated on or after October 1, 2019 for each parent, copies of all 2018 W-2 forms issued to the parent(s) by employer(s). **List:** every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.

Employer's Name	2018 Amount Earned (Please round up or down – NO CENTS)	W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000	Yes

**SECTION 2 – Custom Verification**

**2.1 – Student High School Completion Status**

Provide one of the following documents that indicate your high school completion status:

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- If a veteran, a copy of DD Form 214 (only if the DD-214 indicates you are a high school graduate or have met the high school equivalency).
- A copy of your General Educational Development (GED) certificate or GED transcript, or a state-authorized high school equivalent certificate.
- If State law requires a homeschooled 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.
- If State law does not require a homeschooled 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 your parent or guardian, that lists the secondary school courses you completed and documents the successful completion of a secondary school education in an approved homeschool setting.

If you are unable to obtain the documentation listed above, you must contact the Financial Aid Office.

**2.2 – Student Identity and Statement of Educational Purpose**

**You must appear in person at the Grossmont College Financial Aid Office to verify your identity** by presenting a valid government issued photo identification (ID). Valid ID includes a state issued driver's license, other state issued ID or current passport (**DO NOT photocopy your ID**). Grossmont College Financial Aid will review your ID, photocopy it and annotated the copy with the date it was received and the name of the official at the institution authorized to collect the ID.

**DO NOT complete this section until you present this form to a Financial Aid official. You must, in the presence of an authorized Financial Aid staff member, complete the following:**

Statement of Educational Purpose

I certify that I \_\_\_\_\_, 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 Grossmont College for 2020–2021.

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

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

\_\_\_\_\_  
(Student ID Number)

**Certification and Signatures**

I certify that all of the information reported on this worksheet is complete and correct. (The student and a parent must sign this worksheet.)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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

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