



Office of Financial Aid
2019 - 2020 Verification Worksheet
Independent Student
Federal Student Aid Programs

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Your 2019-2020 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 (Department of Education) may ask you to confirm the information you (and, if married, my spouse) reported on your FAFSA. To verify that you provided correct information, financial aid administrators at Bowie State University 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. **Warning: if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

B. Family Information

Independent Students

Number of Household Members: List below the people in the **student's household**. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019, through June 30, 2020, even if a child does not live with the student.
- Other people if they now live with the student and the student and spouse provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2020.

Number in College: Include in the space below information about any household member 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, 2019, and June 30, 2020, and include the name of the college.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>		

C. Income Information to Be Verified

Instructions: Complete this section if you, the student, (and, if married, your spouse), **filed or will file** a 2017 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.*

- The student (and, if married, the student’s spouse) has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the FAFSA - either on the initial FAFSA or when making a correction to the FAFSA.
- The student (and, if married, the student’s spouse) has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2017 IRS income information into the FAFSA once the 2017 IRS tax return has been filed.
- The student (and, if married, the student’s spouse) is unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school **2017 1040/1040A/1040ez tax return.**

TAX RETURN NONFILERS— Complete this section if the student (and, if married, my spouse), will not file and is not required to file a 2017 income tax return with the IRS. **If you (and, if married, my spouse) did not file taxes for 2017, you are required to submit a letter of non-filing status from the IRS. You may obtain this form at www.IRS.gov using form 4506T checking box 7.**

Check the box that applies:

- The student (and, if married, the student’s spouse) was not employed and had no income earned from work in 2017.
- The student (and, if married, the student’s spouse) was employed in 2017 and has listed below the names of all the student’s employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 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	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

D. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and/or spouse (if required) must sign this worksheet.

Student’s Signature: _____ **Date:** _____

Spouse’s Signature (optional): _____ **Date:** _____

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 2019-2020:

- 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 or GED transcript.
- 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.
- 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 the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office

F. Identity and Statement of Educational Purpose (To be Signed at the Institution)

****Complete this section *only in the presence* of a BSU, Office of Financial Aid Employee OR a Notary Public. ****

The student must appear in person at ***Bowie State University*** or before a ***Notary Public*** to verify his or her identity by presenting 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.

In addition, the student must PRINT AND SIGN, in the presence of the institutional official, 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 ***Bowie State University for 2019-2020.***

_____ (Student's Signature) _____ (Student's ID Number) _____ (Date)

_____ (FAO Administrator's Signature) _____ (Date)

This original document and a copy of your valid photo ID must be returned to the Office of Financial Aid.

Notary's Certificate of Acknowledgement (if applicable)

State of _____ City/County of _____

On _____, before me, _____
(Date) (Notary)

personally appeared, _____, has presented a valid
(Signer/student)
government-issued photo identification (ID) such as, but limited to a driver's license, other state issued ID, or passport.

(Seal) _____ My commission expires on _____
(notary signature) (date)