



# 2018-19 Verification Worksheet

## Federal Student Aid Program (V5)

For Office Use Only:

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Your application was selected by the Department of Education for review in a process called "Verification." In this process, Bay Mills Community College will compare information from your FAFSA with this worksheet and financial data you must submit. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA and your verification documentation, electronic corrections to your FAFSA may be required. **You must complete and sign this worksheet, attach all required documents and return it to the financial aid office before your application can be processed.** Contact the financial aid office at 1-800-844-BMCC if you have any questions.

### A. Student Information

Last Name	First Name	M.I.	Student ID or Social Security Number
Address (include apt. no.)			Date of Birth
City	State	Zip Code	Phone Number (include area code)

### B. Dependency Status (Check the box that applies)

**Independent Student**

An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.

**Dependent Student**

A student who does not meet any of the criteria for an independent student as listed above. Students who are considered dependent must report their parents' income and assets in addition to their own. This is because federal student aid programs are based on the notion that parents have the primary responsibility for paying for their children's higher education expenses.

### C. Family Information "If more space is required, attach a separate page."

Number of Household Members		Age	
<u>Independent Student's Family Information:</u> 1. The Student and Students Spouse (if married) 2. The Student/Spouses children if the student or spouse will provide more than half of the children's support from July 1, 2017, through June 30, 2018, even if the children do not live with the student. 3. Other people in the household that live with the student, receive more than half of their support from the student and will continue to do so through June 30, 2018.		Write the age of each family member in the chart below.	
		<b>Relationship</b>	
		Write the relationship of each family member to the student attending BMCC in the chart below.	
<u>Dependent Student's Family Information:</u> 1. The Student and Parent(s) (including stepparent) even if you don't live with your parent(s). 2. Parent(s) other children if your parent(s) provide more than half of their support from July 1, 2017, through June 30, 2018. 3. Other people in the household that live with your parent(s), receive more than half of their support from your parent(s) and will continue to do so through June 30, 2018.		<b>College</b>	
		Add the name of the college for any household member (excluding parents) who will be enrolled in a postsecondary educational institution <u>at least half-time</u> any time between July 1, 2017 and June 30, 2018.	
Full Name	Age	Relationship	College
Missy Jones (example)	27	Spouse	N/A
		Self	Bay Mills Community College

## D. Student's Information (All applicants)

### 1. Check the box that applies:

- The student filed a 2016 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- You must link to the IRS using the **IRS Data Retrieval Tool** on the FAFSA or submit a **signed IRS Tax Return Transcript for 2016**.
- The student was not employed and had no income from work in 2016.
- **Independent student's** must provide a **Verification of Non-filing Letter** from the IRS (**\*please complete and return the 4506-T form**).
- The student was employed and had income, but was not required to file a 2016 Federal IRS Tax Return.
- You must **complete the chart below**: list employer(s) and the amount that was earned in 2016.
- You must **attach copies of all 2016 W-2 and 1099 Forms**.

ONLY COMPLETE IF YOU CHECKED THE LAST BOX ABOVE	Non-Tax Filers with 2016 earnings are federally required to submit a copy of W-2(s) from each employer to Bay Mills Community College with this form.				
	Name of Employer	Amount Earned in 2016	2016 W-2 and/or 1099 Forms received from employer?		2016 W-2 and 1099 Forms attached to this Worksheet?
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

## E. Parent(s)' Information (Required for Dependent Students)

### 1. Check the box that applies:

- The parent(s) filed a 2016 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- You must link to the IRS using the **IRS Data Retrieval Tool** on the FAFSA or submit a **signed IRS Tax Return Transcript for 2016**.
- The parent(s) was not employed and had no income from work in 2016.
- You must provide a **Verification of Non-filing Letter** from the IRS (**please complete and return the 4506-T form**).
- The parent(s) was employed and had income, but was not required to file a 2016 Federal IRS Tax Return.
- You must **complete the chart below**: list employer(s) and the amount that was earned in 2016.
- You must **attach copies of all 2016 W-2 and 1099 Forms**.

ONLY COMPLETE IF YOU CHECKED THE LAST BOX ABOVE	Non-Tax Filers with 2016 earnings are federally required to submit a copy of W-2(s) from each employer to Bay Mills Community College with this form.				
	Name of Employer	Amount Earned in 2016	2016 W-2 and/or 1099 Forms received from employer?		2016 W-2 and 1099 Forms attached to this Worksheet?
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

## F. High School Completion Status (Check the box of the document you will supply)

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



**\*\*Do not complete the remaining portion of this form unless you are at your college institution (option 1) or in the presence of a Notary (option 2)**

## **G. Identity and Statement of Educational Purpose (Option 1: To Be Signed at the Institution)**

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The student must appear in person at Bay Mills Community 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 institution official, the Statement of Educational Purpose provided below.

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### **Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that  
(Print Student's Name)  
the federal student financial assistance I receive will only be used for educational purposes and to pay the cost of attending  
Bay Mills Community College for 2018-2019.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Administrator's Signature

\_\_\_\_\_  
Date

## **H. Identity and Statement of Educational Purpose (Option 2: To Be Signed in the Presence of a Notary)**

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If the student is unable to appear in person at Bay Mills Community College to verify his or her identity, the student must provide the institution with:

- 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.

### **Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that  
(Print Student's Name)  
the federal student financial assistance I receive will only be used for educational purposes and to pay the cost of attending  
Bay Mills Community College for 2018-2019.

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

\_\_\_\_\_  
Date

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### **Notary Acknowledgment**

Acknowledged by \_\_\_\_\_ before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Notary public, State of \_\_\_\_\_, County of \_\_\_\_\_

My commission expires \_\_\_\_\_

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**Student: See reverse side for the final section of the verification worksheet**

## I. Certification and Signatures

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

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

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Student's Signature **(Required)**

Date

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Parent's Signature **(Required for Dependent Students)**

Date

*Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet and all required documentation to the financial aid administrator at your school.*