



**2018–2019 Verification Worksheet-V5**

The Department of Education selected your 2018-2019 Free Application for Federal Student Aid (FAFSA) for a process called verification. Federal law states that before disbursing Federal Student Aid, we must confirm the information reported on your FAFSA. To verify that you provided correct information, the Academy of Art University will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information is on the FAFSA must complete, sign and submit this worksheet and any required documents to our financial aid office as soon as possible so that your financial aid does not get delayed. We may ask for additional information. Please note, corrections after verification may change your financial aid awards.

**A. Student’s Information**

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

**B. Student’s Family Information and Number in College**

List below the people in your parent’s household. Include:

- Yourself.
- Your parents (including stepparent) even if the student does not live with the parents.
- The parent’s other children if the parents will provide more than half of their support from July 1, 2018, through June 30, 2019 or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards even if the children do not live with the parents.
- Other dependents if they now live with the parents and the parents can prove they provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member, **except the parents**, 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, 2018, and June 30, 2019. *If more space is needed, provide a separate page with the student’s name and AAU ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	28	<i>Wife</i>	<i>Academy of Art University</i>	<i>Yes</i>
		<i>Self</i>	<i>Academy of Art University</i>	

**C. Student's Income Information** – Please check only one box on this page.

**TAX RETURN FILERS**

**Instructions:** Complete this section if you, the student, filed or will file a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The student used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student is unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a signed copy of the **2016 Federal tax return**. Tax returns include the **IRS Form 1040, 1040A, 1040EZ** or a foreign income tax return.

\_\_\_\_\_ Check here if you are attaching a signed copy of your **2016 tax return**.

\_\_\_\_\_ Check here if a signed tax return will be provided later.

- The student is unable to provide the school a signed copy of the 2016 Federal tax return and instead will provide a **2016 IRS Tax Return Transcript**. *To request a copy of your tax return transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript), or call 1-800-908-9946.* Make sure to request the **"IRS Tax Return Transcript"** and **NOT** the "IRS Tax Account Transcript."

\_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript** is provided.

\_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript** will be provided later.

**Important Note:** If you, the student, filed or will file an amended 2016 IRS tax return, you must provide:

- A **signed copy of the 2016 Federal tax return or the 2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A **signed copy of the 2016 IRS Form 1040X**, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

**TAX RETURN NON-FILERS**

**Instructions:** Complete this section if you, the student, will not file and are not required to file a 2016 income tax return with the IRS.

**NON-FILERS - check the box that applies below:**

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form. *Provide a separate page with the student's name and ID number if more space is needed.*

Employer's Name	2016 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. Parent's Income Information – Please check only one box on this page.**

**TAX RETURN FILERS**

**Instructions:** Complete this section if the parents filed or will file a 2016 IRS income tax return(s). Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- The parents used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents are unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a signed copy of the **2016 Federal tax return**. Tax returns include the **IRS Form 1040, 1040A, 1040EZ** or a foreign income tax return.

\_\_\_\_\_ Check here if you are attaching a signed copy of your **2016 tax return**.  
 \_\_\_\_\_ Check here if a signed tax return will be provided later.

- The parents are unable to provide the school a signed copy of the 2016 Federal tax return and instead will provide a **2016 IRS Tax Return Transcript**. To request a copy of your tax return transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript), or call 1-800- 908-9946. Make sure to request the **"IRS Tax Return Transcript"** and **NOT** the "IRS Tax Account Transcript."

\_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript** is provided.  
 \_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript** will be provided later.

**Important Note:** If the student's parent(s) filed or will file, an amended 2016 IRS tax return, you must provide:

- A **signed copy of the 2016 Federal tax return or the 2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A **signed copy of the 2016 IRS Form 1040X**, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

**TAX RETURN NON-FILERS**

**Instructions:** Complete this section if the student's parent(s), will not file and are not required to file a 2016 income tax return with the IRS. **YOU ARE REQUIRED TO SUBMIT THE "2016 IRS VERIFICATION OF NON-FILING LETTER (VOFL)" DATED ON OR AFTER OCTOBER 1, 2017, EVEN IF YOUR INCOME IS ZERO.** The Verification of Non-filing Letter must be requested directly from the IRS by going to [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript). If appropriate, a similar confirmation from another taxing authority (e.g. foreign government or U.S. territory) is also acceptable. If you are unable to obtain the Non-filing letter from the IRS, you can submit a signed statement certifying you made attempts to obtain the VOFL from the IRS and were unable to do so. Also include on the statement, a certification that you did not file a 2016 income tax return.

**NON-FILERS - check the box that applies below:**

- Neither parent was employed nor had income earned from work in 2016. A signed **Income Statement Form (ISF)** must be completed to explain how your household expenses were met during 2016. You can download the ISF at: <https://cdn-academywww.pressidium.com/wp-content/uploads/1819-parent-income-statement-dependent-student.pdf>
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parent(s) by their employers]. List every employer even if the employer did not issue an IRS W-2 form. *Provide a separate page with the student's name and ID number if more space is needed.*

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

**E. High School Completion Status**

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2018-2019:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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 a secondary school education in a homeschool setting.

**NOTE: If you are unable to obtain the documentation listed above, you must contact the financial aid office at 415- 618-6190. If you have submitted the documentation listed above to the Admissions Office or to the Office of the Registrar, please check this box:**

**F. Identity/Statement of Educational Purpose**

**Identity and Statement of Educational Purpose  
(To Be Signed at the Institution)**

The student must appear in person at Academy of Art University 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 institutional official, the Statement of Educational Purpose provided below.

**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 Academy of Art University for 2018–2019.

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

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

\_\_\_\_\_  
(Name of School Authorized Official)

\_\_\_\_\_  
(Signature of School Authorized Official)

**Identity and Statement of Educational Purpose  
(To Be Signed With Notary)**

If the student is unable to appear in person at Academy of Art University to verify his or her identity, the student must **PROVIDE TO AAU**:

- (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. If the **NOTARY STATEMENT APPEARS ON A SEPARATE PAGE** than the Statement of Educational Purpose, **THERE MUST BE A CLEAR INDICATION THAT THE STATEMENT OF EDUCATIONAL PURPOSE WAS THE DOCUMENT NOTARIZED.**

**Statement of Educational Purpose**

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

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 Academy of Art University for 2018-2019.

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

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

**Notary's Certificate of Acknowledgement**

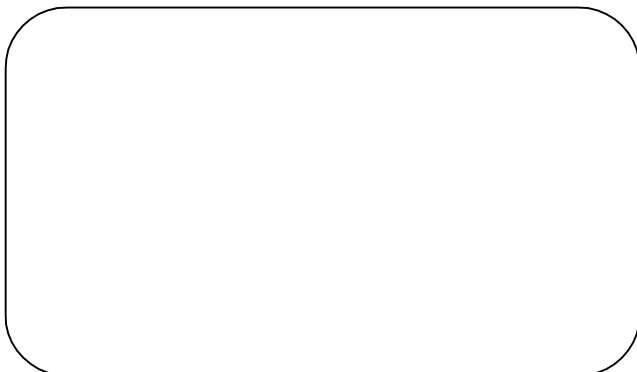
State of \_\_\_\_\_ City/County of \_\_\_\_\_

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

personally appeared, \_\_\_\_\_ and proved to me  
(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of **unexpired government-issued photo ID**  
provided) to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**



\_\_\_\_\_  
(Notary signature)

My Commission expires on \_\_\_\_\_

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

### E. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**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

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

\_\_\_\_\_  
Date