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## 2018-2019 Verification Worksheet-V5

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before awarding 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 was entered 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: correction(s) after verification may change your financial aid awards.

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

## **B.** Student Family Information

List below the people in the parents' household. Include:

• The student.

A. Student Information

- The parents (including a stepparent) even if the student does not live with the parents.
- The parents' 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 people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

For any household member, excluding the parents, who 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, include the name of the college. *If more space is needed, provide a separate page with the student's name and ID number at the top.* 

Full Name	Age	Relationship	College	Will be Enrolled at Least Half
	10	G 10		Time
Missy Jones (example)	18	Self	Academy of Art University	Yes
		Self	Academy of Art University	

Student's Name:		AAU ID#:		-	
C.	<b>Student Income Information</b>				
1.	TAX RETURN FILERSComplete this section if the student, fil	led or will file a 2016 IRS in	ncome tax return.		
The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that <u>FAFSA.gov</u> . In most cases, no further documentation is needed to verify 2016 income the student's FAFSA using the IRS DRT if that information was not changed by the land			nation that was transferred i	nto	
	Check the box that applies:				
The student <u>has used</u> the IRS DRT in <i>FAFSA on the Web</i> to transfer 2016 IRS income tax return inform into the student's FAFSA.					
	The student <u>has not yet used</u> the IRS DRT in <i>FAFSA on the Web</i> , but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.				
	The student is <u>unable or chooses not to use</u> the IRS DRT in <i>FAFSA on the Web</i> , and instead will provide the school a <b>2016 IRS Tax Return Transcript</b> .				
To request a copy of your tax return transcript, go to <a href="www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a> , 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 <b>2016 IRS Tax Return Transcript</b> is providedCheck here if a <b>2016 IRS Tax Return Transcript</b> will be provided later.					
<ul> <li>Important Note: If the student filed, or will file, an amended 2016 IRS tax return, you must provide:</li> <li>A 2016 IRS Tax Return Transcript (that will only include information from the original tax return and does not hat be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified and</li> </ul>					
	• A <b>signed copy of the 2016 IRS Form 1040X</b> , "Amended U.S. Individual Income Tax Return," that was filed with the IRS.				
<ol> <li>TAX RETURN NONFILERS—Complete this section if the student will not file and <u>is not required</u> to file a 2016 income tax return with the IRS.</li> </ol>					
	Check the box that applies:				
	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 W-2 forms issued to the student be their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed provide a separate page with the student's name and ID 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)		

ud	ent's Name:	A	AU ID#:			
D.	Parent Income Information					
l.	TAX RETURN FILERS— The instruction office if the parents filed separate IRS in 2016.					
	INSTRUCTIONS: Complete this section verify income is by using the IRS Data R cases, no further documentation is needed using the IRS DRT if that information we	etrieval Tool (IRS DRT) that is parted to verify 2016 income information	of FAFSA on the Web at FA	AFSA.gov. In most		
	Check the box that applies:					
	The parents <u>have used</u> the IRS DRT into the student's FAFSA.	in FAFSA on the Web to transfer 20	16 IRS income tax return in	nformation		
	The parents <u>have not yet used</u> the IF income tax return information into t	RS DRT in <i>FAFSA on the Web</i> , but whe student's FAFSA.	vill use the tool to transfer 2	2016 IRS		
	The parents are <u>unable or choose no</u> 2016 IRS Tax Return Transcript(	t to use the IRS DRT in FAFSA on to s).	he Web, and instead will pr	ovide the school a		
	To request a copy of your tax return transcript, go to <a href="www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a> , or call1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.					
	Check here if a <b>2016 IRS Tax Return Transcript(s)</b> is providedCheck here if a <b>2016 IRS Tax Return Transcript(s)</b> will be provided later.					
	Important Note: If the student's parent(s) filed or will file, an <u>amended 2016 IRS</u> tax return, you must provide:					
	<ul> <li>A 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</li> <li>A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IR</li> </ul>					
2.	TAX RETURN NONFILERS—Complincome tax return with the IRS. YOU. VERIFICATION OF NON-FILEVEN IF YOUR INCOME IS ZET the IRS by going to www.irs.gov/Individuality authority (e.g. foreign government)	ete this section if the parents will not <b>ARE REQUIRED TO SUBMI ING LETTER," DATED ON ERO.</b> The Verification of Non-filing viduals/Get-Transcript. If appropria	t file and are not required to TTHE "2016 IRS OR AFTER OCTOBE ag Letter must be requested ate, a similar confirmation to	o file a 2016  ER 1, 2017, I directly from		
	In addition, check the box that applie	es below:				
		ither had income earned from work i uring 2016 MUST be included. List				
	from each employer in 2016, and issued to the parents by their employers	in 2016 and have listed below the na whether an IRS W-2 form is provid J. List every employer even if the em arate page with the student's name an	ded. [Provide copies of all 2 aployer did not issue an IRS	016 W-2 forms		
	Employer's Name	2016 Amount Earned by Father/ Step-father	2016 Amount Earned by Mother/Step-mother	IRS W-2 Attached?		

d	dent's Name: AAU ID#:	
	High School Completion Status	
	Provide <u>one</u> of the following documents to indicate the student's high school complete college in 2018–2019:	ion status when the student begins
	<ul> <li>A copy of the student's high school diploma.</li> <li>For students who completed secondary education in a foreign country, a copy of leaving certificate" or other similar document.</li> </ul>	the "secondary school
	<ul> <li>A copy of the student's final official high school transcript that shows the date wl</li> <li>A state certificate or transcript received by a student after the student passed a Starecognizes as the equivalent of a high school diploma (GED test, HiSET, TASC,</li> <li>An academic transcript that indicates the student successfully completed at least a</li> </ul>	ate-authorized examination that the S or other State-authorized examinatio
	<ul> <li>acceptable for full credit toward a bachelor's degree.</li> <li>For a student who was homeschooled in a State where State law requires the stud completion credential for homeschooling (other than a high school diploma or its that credential.</li> </ul>	
	For a student who was homeschooled in a State where State law does not require school completion credential for homeschooling (other than a high school diplom transcript, or the equivalent, signed by the student's parent or guardian, that lists t student completed and includes a Statement that the student successfully complet homeschool setting.	na or its recognized equivalent), a he secondary school courses the
	NOTE: If you are unable to obtain the documentation listed above, you must con at 415-618-6190. If you have submitted the documentation listed above to the Ad Office of the Registrar, please check this box	
•	. Identity/Statement of Educational Purpose	
	Identity and Statement of Educational Purpose (To Be Signed at the Institution)	
	The student must appear in person at <u>Academy of Art University</u> verify hunexpired valid government-issued photo identification (ID), such as, but nother state-issued ID, or passport. The institution will maintain a copy of the annotated by the institution with the date it was received and reviewed, and institution authorized to receive and review the student's ID.	not limited to, a driver's license, ne student's photo ID that is
	In addition, the student must sign, in the presence of the institutional official Educational Purpose provided below.	al, the Statement of
	Statement of Educational Purpose	
	I certify that I am the indiv (Print Student's Name)	idual signing this Statement of
	Educational Purpose and that the Federal student financial assistance I may educational purposes and to pay the cost of attending <b>Academy of Art Uni</b>	
	(Student's Signature) (Date)	
	(Name of School Authorized Official) (Signature	e of School Authorized Official)

ent s Name:	AAU ID #:	
	and Statement of Educational Purpose (To Be Signed With Notary)	
If the student is unable to appear in per identity, the student must <b>PROVIDE T</b>	rson at <b>Academy of Art University</b> to verify his or her <b>TO AAU</b> :	
(a) A copy of the <u>UNEXPIRED VALID GOVERNMENT-ISSUED PHOTO INDENTIFICATION (ID)</u> 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(Print Student's N	Name) am the individual signing this Statement of	
	deral student financial assistance I may receive will only be used for cost of attending <b>Academy of Art University</b> for 2018–2019.	
(Student's Signature)	(Date)	
Nota	ary's Certificate of Acknowledgement	
	city/County of	
State of	•	
State of	City/County of	
On, (Date)	City/County of	
On, (Date)  personally appeared,	City/County of	
On, (Date)  personally appeared,	City/County of	
On	City/County of	
On		

G.	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

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

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to AAU FINANCIAL AID OFFICE: 79 New Montgomery Street, San Francisco, CA 94105

Phone (415) 618-6190 \* Fax (415)618-6273\*FinancialAid@Academyart.edu