



## Independent Verification Worksheet 2021-2022

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding you federal student aid, we may ask you to confirm the information you reported on your FAFSA. 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 them to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Student's Last Name	First Name	Middle Initial	NetID
Address (include apt. no.)		Date of Birth	
City	State	Zip Code	Phone Number (include area code)

### Section I: Household Information

List the people in student's household. Include the following:

- Yourself.
- Your spouse, if you are married.
- Your dependent children, if they will receive more than half of their support from you from July 1, 2021 through June 30, 2022. Do not include children that you pay child support for if they do not reside with you more than 50% of the year.
- Your unborn child, if that child will be born before June 30, 2022, and you will provide more than half of the child's support from the projected birth date through Jun 30, 2022
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

First	Full Name Last	Age	Relationship to you (self, parent, brother, sister, etc)	If this person will attend college half-time or more in 2020-2021, print the name of the college.	Will be Enrolled at least 6 credit hours? Yes or No
			<b>Self</b>	<b>Colorado State University-Pueblo</b>	

*Note: We may require additional documentation if we have reason to believe that the information regarding the household member enrolled in eligible postsecondary education institutions is inaccurate. If there are more than seven people in your household, please attach a separate piece of paper with the above information for each additional person.*

**THIS FORM CANNOT BE FAXED OR EMAILED.** Federal Regulations require the original document be mailed to:  
 Colorado State University-Pueblo  
 Student Financial Services  
 2200 Bonforte Blvd  
 Pueblo, CO 81001

**Section II: 2019 Tax Information**

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 [StudentAid.gov](http://StudentAid.gov). In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Please mark the appropriate box for your tax situation and provide the required documents.**

**If the student and spouse filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the 2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules must be provided for each.**

Check One	If you:	You must:
<input type="checkbox"/>	Filed 2019 Tax Return and <b>did use</b> the IRS Data Retrieval Tool on the FAFSA	Complete this Verification Worksheet and return it to our office.
<input type="checkbox"/>	Filed 2019 Tax Return and <b>did not use</b> the IRS Data Retrieval Tool on the FAFSA	Submit a copy of your 2019 IRS Tax Return Transcript or a signed IRS Form 1040 including all filed schedules.
<input type="checkbox"/>	<b>Worked</b> in 2019 and <b>did not file</b> a 2018 Tax Return	Submit: Verification of Non-Filing (VNF) from the IRS <b>and</b> All 2019 W-2's <b>and</b> All 2019 employment information: Source: _____ Amount: 1. _____ 1. _____ 2. _____ 2. _____ 3. _____ 3. _____
<input type="checkbox"/>	<b>Did not work</b> in 2019 and <b>did not file</b> a 2019 Tax Return	Submit a Verification of non-Filing (VNF) from the IRS. Low Income Worksheet-Student

**How to Obtain Tax Documents From the IRS**

**Tax Return Transcript (TRT)**

**Online Request:** Go to [www.IRS.gov](http://www.IRS.gov), under the "File" heading on the IRS homepage, click "Get Your Tax Record." You can then choose to "Request Online" or "Request by Mail" Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

**Telephone Request:** 1-800-908-9946

**Verification of Non-Filing**

Complete Form 4506-T found at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

Check box 7 (Verification of Nonfiling).

For question 9, put 12/31/19.

Once complete, mail to the appropriate address found on page 2 of Form 4506-T.

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### Section III: 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 2021–2022. Check the box of the document you will attach to this worksheet.

- 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.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

### Section IV: Certification and Signature

I understand that it is my responsibility to submit all necessary documentation listed in the above table that applies to my filing status. Failing to do so may result in delays in packaging and disbursement, late charges on my student bill, or being ineligible for financial aid for the enrollment period.

By signing this worksheet, I certify that all the information reported on this form is complete and correct. My signature below authorizes any needed corrections to the information reported on the Free Application for Federal Student Aid (FAFSA) as a result of the verification process. The student and his **MUST** sign this form.

**Warning: Intentionally providing false and misleading information on the FAFSA is fraud. The penalties for lying on the FAFSA include, but are not limited to, fines of up to \$20,000 and up to five years of jail time, in addition to repaying the financial aid received by the student.**

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

\_\_\_\_\_  
**Date**

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**Section V: Identity and Statement of Educational Purpose**

The student must appear in person at **Colorado State University Pueblo, Student Financial Services** 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 institutional official, the Statement of Educational Purpose provided below.

If the student is **unable** to appear in person at **Colorado State University Pueblo, Student Financial Services** to verify his or her identity, the student must provide to the institution:

- (a) The original Statement of Educational Purpose provided below, **which must be notarized.**
- (b) 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.

**Statement of Educational Purpose**

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

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Colorado State University-Pueblo** for 2021–2022.

\_\_\_\_\_  
Student’s Signature Date

\_\_\_\_\_  
CSUP Staff Signature Date Collected

**Notary Portion:**

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

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_,  
(Date) (Notary’s name) (Printed name of signer)

and provided to me on the basis of satisfactory evidence of identification \_\_\_\_\_ to be the above-named  
(Type of government-issued photo ID)

person who signed the foregoing instrument. WITNESS my hand and official seal

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

\_\_\_\_\_  
(Notary Signature)

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