

2018-2019

DEPENDENT VERIFICATION WORKSHEET

Your 2018-2019 application has been selected for review in a process called "VERIFICATION." The law says that before awarding you Federal Student Aid, we may ask you and your parents to confirm the information you reported on your FAFSA. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents and submit the form and other required documents to the financial aid office. If you have questions about verification, contact your financial aid office as soon as possible so that your financial aid will not be delayed.

Please Complete In Blue/Black Ink.

SECTION A: Student Information

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

SECTION B: Family Information

List the people in parent(s) household. Include:

- ◆ Yourself, and your parent(s) (including adoptive and step parents) even if you do not live with your parent(s).
- ◆ Your parent(s)'s other children if your parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019.
- ◆ Include other people if they now live with your parent(s) and your parent(s) 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 who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. Do not include your parent(s).

First	Full Name Last	Age	Relationship to you (self, parent, brother, sister, etc)	If this person will attend college half-time or more in 2018-2019, print the name of the college.	Will be Enrolled at least 6 credit hours? Yes or No
			Self	Colorado State University-Pueblo	

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.

Last Name: _____ First name: _____ PID: _____

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SECTION C: Student's Tax Forms and Income Information

Are you required to file a 2016 IRS Federal Income Tax Return? (Check only one)

- ☐ **Yes.** You must provide a copy of the 2016 IRS Federal Tax Return Transcript from the IRS unless you successfully used the IRS Data Retrieval Tool on your FAFSA application. Skip Section E.

Instructions to obtain a 2016 IRS Tax Return Transcript, if needed:

- **Online Request** - Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- **Telephone Request** - 1-800-908-9946
- **PLEASE NOTE:** We do not accept 1040 forms per federal regulations. The Federal Tax Return Transcript **MUST** come directly from the IRS.

- ☐ **No.** By checking this box, you are indicating you will not file and are not required to file a 2016 IRS Federal Tax Return. Go to Section E.

SECTION D: Parent's Tax Forms and Income Information

Are your parent(s) required to file a 2016 IRS Federal Income Tax Return? (Check only one)

- ☐ **Yes.** You must provide a copy of the 2016 IRS Federal Tax Return Transcript from the IRS unless you successfully used the IRS Data Retrieval Tool on your FAFSA application. Skip Section F.

Instructions to obtain a 2016 IRS Tax Return Transcript, if needed:

- **Online Request** - Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- **Telephone Request** - 1-800-908-9946
- **PLEASE NOTE:** We do not accept 1040 forms per federal regulations. The Federal Tax Return Transcript **MUST** come directly from the IRS.

- ☐ **No.** By checking this box, you are indicating you will not file and are not required to file a 2016 IRS Federal Tax Return. Go to Section F.

SECTION E: Student Verification of 2016 Income Information (IRS W-2's) for Student Nontax Filers– The instructions and certifications below apply to the student only who did not file an IRS 2016 Federal Tax Return.

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2016 (No IRS W-2's).
- ☐ 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. List every employer even if the employer did not issue an IRS W-2 form. **Please submit ALL copies of IRS W-2's for 2016. Also, you MUST provide documentation from the IRS that indicates a 2016 IRS Income Tax Return was not filed with the IRS. This can be obtained with the same instructions noted in Section C.**

Student Income Earned

Employer Name	2016 Amount Earned	IRS W-2 issued? (attach W-2 forms)
<i>Suzy's Auto Body Shop (example)</i>	\$ 2,000	Yes
	\$	
	\$	
	\$	
	\$	
	\$	

If more space is needed, provide a separate page with student's name and PID number at the top with above information requested.

Last Name: _____ First name: _____ PID: _____

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SECTION F: Parent(s) Verification of 2016 Income Information (IRS W-2's) for Parent Nontax Filers – The instructions and certifications below apply to the parent(s) only who did not file an IRS 2016 Federal Tax Return.

Check the box that applies:

- ☐ Neither parent was employed and had no income earned from work in 2016. (No IRS W-2's)
- ☐ 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. List every employer even if the employer did not issue an IRS W-2 form. **Please submit ALL copies of IRS W-2's for 2016. Also, you MUST provide documentation from the IRS that indicates a 2016 IRS Income Tax Return was not filed with the IRS. This can be obtained with the same instructions noted in Section D.**

Parent(s) Income Earned

Employer Name	2016 Amount Earned	IRS W-2 issued? (attach W-2 forms)
<i>Suzy's Auto Body Shop (example)</i>	\$ 2,000	Yes
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

If more space is needed, provide a separate page with student's name and PID number at the top with above information requested.

SECTION G: Certification and Signatures

The student and one parent must sign below certifying the accuracy of the information provided on this form.

By signing this worksheet, I/we certify that all the information reported on this form is complete and correct. My/our signature(s) below authorize 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 one parent **MUST** sign this form.

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

PLEASE RETURN ALL FORMS AND DOCUMENTATION BY MAIL OR FAX TO:

Colorado State University-Pueblo
Student Financial Services
2200 Bonforte Blvd
Pueblo, CO 81001

Phone: (719) 549-2753
Fax: (719) 549-2088
Email Documents (PDF only) to: financialaid@csupueblo.edu

Last Name: _____ First name: _____ PID: _____

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2017-2018

IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE AND VERIFICATION OF HIGH SCHOOL COMPLETION

The student must appear in person at Colorado State University-Pueblo to verify his or her identity by presenting unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. Colorado State University-Pueblo will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed, and the name of the official at Colorado State University-Pueblo authorized to receive and review the student's ID.

Also, the student is validating they have provided official documentation to Colorado State University-Pueblo verifying their high school completion (i.e. copy of high school diploma, GED test, HiSET, TASC, or other State-authorized examination, secondary school completion credential for homeschooled, etc).

In addition, the student must sign, in the presence of the institutional official, the following:

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 Colorado State University-Pueblo for the 2017-2018 academic year.

Student's Signature

PID

Date Signed

Signature of CSUP staff member

Date Collected

NOTE: If the student is unable to appear in person, the student is required to provide Colorado State University-Pueblo with the following:
A copy of a valid government-issued photo identification (driver's license, other state-issued ID, or passport); and
this original notarized statement of educational purpose signed by the applicant. **Copies, emails and/or fax (facsimile) of this form will not be accepted per federal regulations.**

State of _____

City/County of _____

On _____, before me, _____, personally appeared
(Date) (Notary's name)

_____, and provided to me on the basis of satisfactory evidence of
(Printed name of signer)

identification _____ to be the above-named person who signed the
(Type of government-issued photo ID)

foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary Signature)

My commission expires on _____.

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 81005
Phone: (719)549-2753

Revised: 2/23/2018