

**2018-2019
(V5) Verification Worksheet
Office of Financial Aid**

INSTRUCTIONS

After completing the 2018-2019 Free Application for Federal Student Aid (FAFSA), your file was selected for a process called Verification. Please follow the instructions below and submit this form to our office as quickly as possible for processing:

1. Complete each section of this document for processing. ***If your parent's signature was required on the FAFSA, your parent(s) information is required on this form as well.***
2. Applications may be submitted at either the Van Ness Campus Office of Financial Aid (OFA) (4200 Connecticut Ave. NW Bldg. 39, Suite A-133), or the Community College OFA (801 North Capitol St., Room 119). Please contact the OFA should you have any questions at (202) 274-5060.

SECTION 1: STUDENT GENERAL INFORMATION

_____	N00# _____
Student's name (First, MI, Last)	Student ID#
_____	_____
Student's Primary Phone # (include area code)	Student's UDC E-mail

SECTION 2: HOUSEHOLD SIZE

Please check one of the boxes below

Dependent Students – You were required to submit parental information on the FAFSA.

Independent Students – You were NOT required to put parental information on the FAFSA.

Please list in the table below:

- The Student.
- The Parents (including a stepparent) you were **required to include** on the FAFSA.
- Siblings, Step-siblings and other people who live with your parents included on the FAFSA, for whom they will provide over half of their support from July 1, 2018 to June 30, 2019.
- Also list the name of the College/University for each household member under 24, enrolled at least half time in a degree or certificate program from July 1, 2018 to June 30, 2019.

Please list in the table below:

- The Student.
- The Student's Spouse, if married.
- The student and/or spouse's children and other people who live in the home for whom you will provide over half of their support from July 1, 2018 to June 30, 2019.
- Also, list the name of the College/University for each household member who will be enrolled at least half time in a degree or certificate program from July 1, 2018 to June 30, 2019.

Note: In the below area, only list the name of the COLLEGE/UNIVERSITY for each household member who is, or will be enrolled at least half time in a degree, or certificate program any time between July 1, 2018 and June 30, 2019. If the student is dependent, DO NOT include the parent's college/university.

NAME	AGE	RELATIONSHIP to STUDENT	COLLEGE/UNIVERSITY ATTENDING in 2018-19	Attending a college or university at least half-time 2018-2019 Academic Year (Please Circle One)	
		Self	UDC	Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

***Note: If more space is needed, provide a separate page with the student's name and ID number.**

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SECTION 3: INCOME/TAX INFORMATION

Tax Return Transcript and Income Information for 2016 Parent/Step-Parent (Dependent Students Only) – Check One

Check here if you are completing the IRS Data Retrieval Tool at www.fafsa.gov (**PREFERRED METHOD**). See Below Request Method or click/copy link: <https://studentaid.ed.gov/sa/sites/default/files/transfer-tax-info-to-fafsa.png>

Check here if you are ineligible to use the IRS Data Retrieval Tool and are attaching a copy of your **2016 IRS Tax Return Transcript**. See Below Request Method:

Check here **if you did not file**, will not, and are not required to file a **2016 U.S Income Tax Return**. **Attach all copies of student and parent’s 2016 W-2 from each employer. If your parent did not work or file 2016 taxes, please provide a 2016 IRS Verification of Non Tax Filing letter.** See Below Request Method:

Tax Return Transcript and Income Information for 2016 Student/Spouse (Independent Students Only) – Check One

Check here if you are completing the IRS Data Retrieval Tool at www.fafsa.gov (**PREFERRED METHOD**). See Below Request Method or click/copy link: <https://studentaid.ed.gov/sa/sites/default/files/transfer-tax-info-to-fafsa.png>

Check here if you are ineligible to use the IRS Data Retrieval Tool and are attaching a copy of your **2016 IRS Tax Return Transcript**. See Below Request Method:

Check here **if you did not file**, will not, and are not required to file a **2016 U.S Income Tax Return**. **Attach all copies of 2016 W-2 from each employer. If you did not work or file 2016 taxes, please provide your/spouse 2016 IRS Verification of Non Tax Filing letter.** See Below Request Method:

REQUEST METHOD	HOW TO REQUEST A 2016 TAX RETURN TRANSCRIPT AND/OR VERIFICATION OF NON TAX FILING LETTER?	PROCESSING DAYS
Online (on demand)	www.irs.gov/transcript	SAME DAY
Online (by mail)	www.irs.gov/transcript	5-10 DAYS
Amended Taxes	(800) 464-2050	3 WEEKS OR MORE
Telephone	(800) 908-9946	5-10 DAYS
Paper Request Form (4506T-EZ or 4506-T)	www.irs.gov/pub/irs-pdf/f4506tez.pdf	10 DAYS
In Person – Appointment Required	77 K. St. NW Call 1(844)545-5640	SAME DAY

SECTION 4: 2016 INCOME INFORMATION AND OTHER TYPES OF SUPPORT

Source	Please Circle One	Amount/Valued Received in 2016	Name of Recipient(s)
Cash* Support	Y or N		
In-Kind* Support	Y or N		
Other* Support:	Y or N		

* **In-kind support** means that you used someone else’s resources as a means of living—i.e. you lived at your grandmother’s house and used her utilities. ***Cash support received or paid on your behalf** means that you had bills in your name but someone else either gave you the money to pay those bills or someone else paid them on your behalf. ***Other Support** includes but not limited to any of the following: **WIC/SNAP/SSI/SSDI/TANF/SUBSIDIZED HOUSING/ETC.**

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Comments: *Note: Comments are REQUIRED if you responded NO to all of the financial support items. Please advise how you supported yourself in 2016.*

SECTION 5: HIGH SCHOOL COMPLETION STATUS

1. Attach one of the required documents listed in Section 5 below.
2. **Please do not complete Section 6 until you are in the presence of a University of the District of Columbia Financial Aid staff member, with valid government issued photo identification (ID).**
3. A University of the District of Columbia Financial Aid staff member will attach a copy of your government issued photo ID and attach it to this form.

SECTION 5: HIGH SCHOOL INFORMATION (attach one of the following to this form)

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A copy of your General Educational Development (GED) certificate, an official GED transcript that indicates you passed the exam, or a state-authorized high school equivalent certificate.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a homeschooled student from a state where law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student from a state where law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent/guardian, that lists the secondary school courses the student completed and includes a statement that the student completed a secondary school education in a homeschool setting.

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

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SECTION 4: CONTINUED (REQUIRED ONLY IF MAILED)

Notary's Certificate of Acknowledgement:

State of _____ City/County of _____
 On (date), _____, before me (Notary's Name), _____, personally appeared,
 (Printed Name of Signer) _____, and proved to me on basis of satisfactory evidence of
 identification (Type of Gov't issued photo I.D. provided) _____ to be the above
 named person who signed the foregoing instrument.
 WITNESS my hand and official seal (Notary Signature) _____.
 My commission expires on (date), _____

SECTION 8: CERTIFICATION AND SIGNATURE

Certification and Signature:

I certify that all information reported on this form is true and accurate to the best of my knowledge.
 I understand that purposely providing false information may be a cause for cancellation of financial aid awards.
 I understand that University of the District of Columbia may use this information to update my previously submitted FAFSA information.

Student Signature _____ Date _____

Parent Signature (if dependent) _____ Date _____

Priority Submission Deadlines	
Fall 2018	June 1, 2018
Spring 2019	November 1, 2018
Summer 2019	March 1, 2019

**Parental signature is REQUIRED if you were required to submit parental information on the FAFSA.*

Disclaimers: If this form is not completed correctly, your financial aid will not be processed. Print Clearly. Unreadable forms will be considered incomplete and not processed.

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

Faxed or emailed copies of this document are not permitted. Please submit this form in person or by mail with notary certification.

This document may be **hand carried** to either UDC campus:

Van Ness Campus, Building 39, Suite A-133 **or** Community College Campus, Lobby Level Rm. 118

or mailed (Notary Certification Required):

UDC-Office of Financial Aid
 4200 Connecticut Ave. NW
 Building 39, Suite A-133
 Washington, DC 20008