



Virginia Marti College of Art and Design 2016-2017 Independent Student Verification Form Instructions

The Verification Form is made up of the following sections:

SECTION A – Applicant Information

SECTION B – Household Information

SECTION C – Income Information

SECTION D – Verification of SNAP Benefits

SECTION E – Verification of Child Support Paid

SECTION F – Verification of Other Untaxed Income

SECTION G – Signatures

SECTION H – Verification of High School completion status & Identity/Statement of Educational Purpose*

All students must complete Sections A & G.

1 - TAX AND INCOME INFORMATION

*Due to changes in federal regulations, we can no longer accept copies of your federal tax return. If the taxes are required, you must download your taxes onto FAFSA using the IRS Data Retrieval Tool or you must obtain a TAX RETURN TRANSCRIPT from the IRS. Please note that the tax return transcript does NOT need to be signed. This can be requested from the IRS in one of the following ways:

- 1) Online at www.irs.gov. Be sure to request the RETURN TRANSCRIPT (under Tools)
 - You need the SSN, DOB, & address of the primary filer (the first person listed on the tax return)
 - With online requests, tax filers can now get the tax transcript in real time as a Portable Document Format (PDF) file, which they can print and submit to the school.
 - You can also use the “IRS 2 Go” mobile app.
- 2) By phone at 1-800-908-9946
- 3) By mailing or faxing completed Form 4506-T or 4506T-EZ, which can be obtained online at www.irs.gov.

2 - FOR INDEPENDENT STUDENTS - HOUSEHOLD CHART (SECTION B)

- 1) Write your name and age on the first line.
- 2) Based on your marital status, list the names and ages according to the following guidelines:
 - **Single/Divorced/Widowed/Separated** – list only yourself (do not list a spouse)
 - **Married/Remarried** – list both you and your spouse.
- 3) On the remaining lines, list other children and other people if they live with you **AND** if you are providing more than half of their living expenses between **07/01/2016** and **06/30/2017**. Living expenses includes money, gifts, loans, housing, food, clothes, car, medical and dental care, college costs, etc.
- 4) Write in the name of the college for any household member who will be attending college at least half-time between **07/01/2016** through **06/30/2017** and will be enrolled in a degree seeking, diploma, or certificate program. (*Attach a separate sheet if necessary.*)

SECTION C – INCOME INFORMATION
REFER TO THE VERIFICATION INSTRUCTION SHEET #2

STUDENT’S 2015 FEDERAL TAXES

Did you (and if married your spouse) file a **2015 IRS Federal Tax Return** (Form 1040, 1040A, 1040EZ) or a tax return for Puerto Rico or other foreign country?

(Check one)

- YES** — My 2015 Federal Taxes are downloaded onto the 2016/2017 FAFSA using the IRS Data Retrieval Tool.
- YES** — A copy of my Official 2015 IRS Tax Transcripts are enclosed with this verification because I was unable or chose not to download my returns onto FAFSA.

- NO** — I, and if married my spouse, did not complete a federal tax return for 2015 and are not required by the IRS to file taxes.
(Check one box below)
 - I, and if married my spouse, was not employed and had no income earned from work in 2015.

 - I, and if married my spouse, was employed in 2015 and have listed below the names of all employers and the amount earned from each in 2015. **You must attach all W-2 forms or other earnings statements from 2015.**

Employer’s Name	2015 Amount Earned
	\$
	\$
	\$
	\$

SECTION D – VERIFICATION OF SNAP BENEFITS

You indicated on your Free Application for Federal Student Aid (FAFSA) that you, your spouse, or someone in your household received benefits from the Supplemental Nutrition Assistance Program, or SNAP (formerly known as food stamps) at any time during the 2014 or 2015 calendar years.

If you, your spouse, or someone in your household did in fact receive SNAP benefits please check YES, if not please check NO.

- YES, someone in the household did receive SNAP benefits in 2014 or 2015.

- NO, someone in the household did not receive SNAP benefits in 2014 or 2015.

SECTION E – VERIFICATION OF CHILD SUPPORT PAID

Complete this section if you or your spouse paid child support in 2015.

Either I, or my spouse, paid child support in 2015; I have indicated below the name of the person(s) who paid the child support, the name of the person(s) to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. If asked by Virginia Marti College, I will provide documentation of the payment of child support. *(If you need more space, attach a separate page that includes the VMC student's name and Social Security Number at the top.)*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2015
<i>Marty Jones (example)</i>	<i>Chris Smith (example)</i>	<i>Terry Jones (example)</i>	<i>\$6,000 (example)</i>
			\$
			\$
			\$
			\$

SECTION F – VERIFICATION OF OTHER UNTAXED INCOME

If you or your spouse (if married) obtained untaxed income in 2015, please name the source and record the total amount(s) received below. Please include any copies of W2 forms as needed. *(Sources of qualifying untaxed income for FAFSA can include payments to tax-deferred pension and savings, child support received, living expenses and allowances paid to members of the military, clergy and others, veterans non-education benefits, other untaxed income, and money received or paid on the parent(s) behalf and resources or benefits not appearing on the FAFSA, such as in-kind support from a relative or a government agency.)*

Source of Students Other Untaxed Income on the 2016-2017 FAFSA	Amount Received In 2015
	\$
	\$
	\$
	\$

SECTION G – SIGNATURE

By signing this Verification Form, I certify that all of the information reported on this form is complete and correct. WARNING: If you purposefully give false or misleading information you may be fined, be sentenced to jail, or both.

Student Signature

Date

SECTION H – VERIFICATION OF HIGH SCHOOL COMPLETION STATUS, VERIFICATION OF IDENTITY, AND STATEMENT OF EDUCATIONAL PURPOSE

1.) To verify your high school completion status, please submit one of the following:

Please check if you have already submitted one of the following to the school through another department.

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- 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.
- If State law requires a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If state law does not require a homeschooled student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), submit a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed. The transcript or equivalent must document the successful completion of a secondary school education in a home school setting.

2.) To verify your identity, you must appear IN PERSON at Virginia Marti College by presenting a valid government-issued photo identification (ID), such as, but not limited to:

- a driver's license
- other state-issued ID
- Passport

The institution will maintain a copy of your photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect your ID. *If you cannot appear in person, please contact the Financial Aid Office immediately at 216-221-8584.*

3.) 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 Virginia Marti College for 2016-2017.

STUDENT SIGNATURE

_____/_____/_____
DATE

SCHOOL ANNOTATION

I certify that I have met this student in person and collected his/her valid government-issued ID and the Statement of Educational Purpose.

FINANCIAL AID OFFICIAL – CLEARLY PRINT YOUR NAME

_____/_____/_____
DATE OF RECEIPT

Please check, once you have performed the following:

- Yes, I have reported the results of this student flagged for V4 or V5 to the FAA Access CPS online website.
- Yes, I have printed the confirmation page showing that the results for V4 or V5 have been reported to the FAA Access CPS online website.

COPY OF VALID GOVERNMENT-ISSUED IDENTIFICATION (ATTACHED)