

**2018-2019 Verification Worksheet**
Independent - Aggregate Verification Group (V5)

Student Last Name _____

Student First Name _____

MI _____

CSUCI ID Number _____

Student Phone Number _____

DO NOT SUBMIT THIS FORM UNLESS IT WAS REQUESTED BY OUR OFFICE**Purpose**

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid & Scholarships office. We may also ask for additional information upon further review. If you have special circumstances or require further instructions, please contact our office at financial.aid@csuci.edu or (805) 437-8530.

A. Household Information

1. Complete the following information about yourself and your spouse (if applicable)

First and Last Name	Age	Relationship to Student	Name of College student will attend in 2018-2019*
		Self	CSU Channel Islands
		Spouse	

2. Do you have any children that you will provide more than half of their support from July 1, 2018 through June 30, 2019 (even if they do not live with you)?

☐ Yes (complete the chart below)☐ No (skip to next question)

First and Last Name	Age	Relationship to Student	Name of College student will attend in 2018-2019*
		Child	
		Child	
		Child	
		Child	

3. Are there any other people who live with you (e.g. grandparents, siblings, etc.) and who you will provide more than half of their support from July 1, 2018 through June 30, 2019?

☐ Yes (complete the chart below)☐ No (skip to next section)

First and Last Name	Age	Relationship to Student	Name of College relative will attend in 2018-2019*

* Include the name of the college for any household member who will be enrolled **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018 and June 30, 2019. If more space is needed, attach a separate page with student's name and CI ID# at the top.

Acceptable Documentation for Taxable Income

The best way to verify taxable income is by utilizing the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at fafsa.gov. If you are unable or choose not to use the IRS DRT, and you filed taxes in 2016, then you are required to submit your 2016 IRS Tax Return Transcript to the Financial Aid & Scholarships office.

Do NOT email any IRS Tax Return Transcripts or other IRS documents (i.e. Form W-2, Form 4868, Verification of Non-filing Status, etc.) to our office unless you securely encrypt the email attachments. For more information on encryption and data security, visit our website at www.csuci.edu/financialaid/data-security

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B. Student's Income Information

Did, or will, you, the student, file a 2016 income tax return with the IRS?

☐ Yes (select one option from column below)

☐ No (select one option from column below)

Student Tax Filers

- ☐ I have used the IRS Data Retrieval Tool (IRS DRT)
- ☐ I am unable or choose not to use the IRS DRT
– Submit your 2016 IRS Tax Return Transcript*
- ☐ I will file, but have not yet completed my return because I have been approved for an extension beyond the October 2017 deadline
– Submit Verification of Non-filing for 2016*
– Submit a copy of your 2016 IRS Form 4868
– Submit a copy of a letter from the IRS confirming you were approved for an extension beyond six months
– Submit a copy of all your 2016 Form W-2(s) from your employers or a 2016 IRS Wage and Income Transcript*
– If you were self-employed, submit a typed and signed statement (use the "Financial Aid Statement Form") with the amount of your 2016 Adjusted Gross Income (AGI) and estimated U.S. income taxes paid

Student Nontax Filers

- ☐ I was not employed and had no income earned from work in 2016
– Submit Verification of Non-filing for 2016*
- ☐ I was employed in 2016
– Submit Verification of Non-filing for 2016*
– Submit a copy of all your 2016 Form W-2(s) from your employers or your 2016 IRS Wage and Income Transcript*
– List the names of all your employer(s) and the amount earned from each employer in 2016

Employer's Name	2016 Amount Earned
Example: Suzy's Auto Body Shop	Example: \$2,000.00

If you are unable to provide the documents please contact our office for further instruction.

* For further instruction, refer to the IRS Tax Transcript Information sheet found on our website at www.csuci.edu/financialaid/financial-aid-forms

Student's Marital Status

What was your marital status on the day you first submitted your 2018-2019 FAFSA?

- ☐ Single
- ☐ Married/Remarried (complete section C)
- ☐ Separated
- ☐ Divorced or Widowed

Student & Spouse Marital and Tax Filing Status

Check the appropriate box: (for informational purposes only)

- ☐ FAFSA marital status is "Married/Remarried" and your tax filing status for 2016 was "Married Filing Jointly"
You must use the IRS Data Retrieval Tool available on the FAFSA **OR** attach a copy of your 2016 IRS Tax Return Transcript
- ☐ FAFSA marital status is "Married/Remarried" and your tax filing status for 2016 was "Married Filing Separately"
You must attach a copy of **BOTH** your and your spouse's 2016 IRS Tax Return Transcripts
- ☐ FAFSA marital status is "Separated" or "Divorced or Widowed" and your tax filing status for 2016 was "Married Filing Jointly"
You must attach a copy of your 2016 IRS Tax Return Transcript **AND** copies of all your 2016 Form W-2(s)
- ☐ None of these options apply

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C. Spouse's Income Information (Complete if Married/Remarried)

Did, or will, your spouse file a 2016 income tax return with the IRS?

☐ Yes (select one option from column below)

☐ No (select one option from column below)

Spouse Tax Filers

- ☐ My spouse has used the IRS Data Retrieval Tool (IRS DRT)
- ☐ My spouse is unable or chooses not to use the IRS DRT
– Submit your spouse's 2016 IRS Tax Return Transcript*
- ☐ My spouse will file, but they have not yet completed their return because they have been approved for an extension beyond the October 2017 deadline
– Submit your spouse's Verification of Non-filing for 2016*
– Submit a copy of your spouse's 2016 IRS Form 4868
– Submit a copy of a letter from the IRS confirming your spouse was approved for an extension beyond six months
– Submit a copy of all your spouse's 2016 Form W-2(s) from their employers or your spouse's 2016 IRS Wage and Income Transcripts*
– If your spouse was self-employed, submit a typed and signed statement (use the "Financial Aid Statement Form") with the amount of their 2016 Adjusted Gross Income (AGI) and estimated U.S. income taxes paid

Spouse Nontax Filers

- ☐ My spouse was not employed and had no income earned from work in 2016
– Submit your spouse's Verification of Non-filing for 2016*
- ☐ My spouse was employed in 2016
– Submit your spouse's Verification of Non-filing for 2016*
– Submit a copy of all your spouse's 2016 Form W-2(s) from their employers or your spouse's 2016 IRS Wage and Income Transcripts*
– List the names of all your spouse's employer(s) and the amount earned from each employer in 2016

Employer's Name	2016 Amount Earned
Example: Alfred's Auto Body Shop	Example: \$2,000.00

If you are unable to provide the documents please contact our office for further instruction.

* For further instruction, refer to the IRS Tax Transcript Information sheet found on our website at www.csuci.edu/financialaid/financial-aid-forms

D. Untaxed Income Information

1. In 2016, did you or your spouse have any untaxed portions of an IRA Distribution(s) that was a rollover?

- ☐ Yes... Total rollover amount for 2016: \$ _____
- ☐ No

2. In 2016, did you or your spouse have any untaxed portions of a Pension(s) Distribution(s) that was a rollover?

- ☐ Yes ... Total rollover amount for 2016: \$ _____
- ☐ No

E. High School Completion Status

Please check the box (ONLY ONE) that indicates the student's high school completion status:

☐ **High School Diploma**

Please submit:

- A copy of the student's high school diploma; or
- A copy of the student's final high school transcript that shows the date when the diploma was awarded

☐ **State Certificate (includes GED)**

Please submit:

- A copy of the certificate/transcript the student received after passing a state-authorized examination, which the state recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination)

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☐ **Two-Year Program Completion**

Please submit:

- A copy of the student's academic transcript that indicates the student has completed at least a two-year program that is acceptable for full credit toward a bachelor's degree

☐ **Foreign Country Secondary School Leaving Certificate**

Please submit:

- A copy of the student's "secondary school leaving certificate" or other similar document

☐ **Home Schooled Student**

Please submit:

- When State law requires the student to obtain a secondary school completion credential for homeschooling:
 - A copy of that credential
- When State law does not require the student to obtain a secondary school completion credential for homeschooling:
 - A transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student has completed and documentation that the student has successfully completed secondary school education in a homeschool setting

NOTE: If the student is unable to obtain the documentation requested to support their high school completion status, or, the student has provided this information in a prior year, the student must contact the Financial Aid & Scholarships office.

F. Certification and Signature

The student must sign and date below. If married, the spouse's signature is optional. Each person signing this worksheet certifies that all of the information reported on this form is true and accurate to the best of their knowledge.

Student's Signature (*electronic signatures not accepted*)

Date

Spouse's Signature (*electronic signatures not accepted*)

Date

WARNING:

If you purposely give false or misleading information on this form, you may be fined, sentenced to jail, or both.

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G. Identity and Statement of Educational Purpose

Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at California State University Channel Islands (CSUCI) 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.

I certify that I, _____, am the individual signing this Statement of Educational Purpose and that the Federal student
(Print Student's Name)

financial assistance I may receive will only be used for educational purposes and to pay the cost of attending California State University Channel Islands (CSUCI) for 2018-2019.

Student Signature _____ Date _____ Student's ID Number _____

Financial Aid Administrator Signature _____ Date _____

Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at California State University Channel Islands (CSUCI) to verify his or her identity, the student must provide to the institution:

- (a) 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; 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.

I certify that I, _____, am the individual signing this Statement of Educational Purpose and that the Federal student
(Print Student's Name)

financial assistance I may receive will only be used for educational purposes and to pay the cost of attending California State University Channel Islands (CSUCI) for 2018-2019.

Student Signature _____ Date _____ Student's ID Number _____

Notary's Certificate of Acknowledgement

State of _____ City/County of _____ on _____ before me

_____ personally appeared _____ and proved to me on the basis of satisfactory
(Notary's Name) (Printed name of signer)

evidence of identification, _____, to be the above-named person who signed the foregoing instrument.
(Type of government-issued photo ID provided)

WITNESS my hand and official seal _____ (Notary Signature) _____ (Date commission expires) (seal)

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