

Office of Financial Aid
565 West Adams Street, Suite 230
Chicago, IL 60661
(312) 906-5180 Phone
(312) 906-5274 Fax

Worksheet Overview

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA.

To verify that you provided correct information, we will compare your FAFSA with the information on this Verification Worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete each section, sign this Verification Worksheet, attach any required documents, and submit all forms to the Office of Financial Aid.

Student Information

Last Name First Name

Campus-Wide ID (A#)

Permanent Address

City

State Zip Code

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. If you purposely give false or misleading information you may be fined, sentenced to jail, or both. We may require additional documentation if we have reason to believe that the information provided is inaccurate.

Print Student's Name

Student's Signature Date

Spouse's Signature (Optional) Date

Verification Form – Aggregate (Group V5)

Section A: Tax Filers

 Check the box that applies:

- I used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into my FAFSA.
- I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into my FAFSA once the 2016 IRS income tax return has been filed.
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a 2016 [IRS Tax Return Transcript\(s\)](#) (signature not required). If the student and spouse filed separate 2016 IRS income tax returns, 2016 IRS Tax Return Transcripts must be provided for both.
- ____ Check here if a 2016 IRS Tax Return Transcript(s) is provided.
- ____ Check here if a 2016 IRS Tax Return Transcript(s) will be provided later.

To obtain a IRS Tax Return Transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> and click “**Get Transcript by Mail**”, “**Get Transcript ONLINE**” or call 1-800-908-9946. Make sure to request the “IRS Tax **Return** Transcript” and not the “IRS Tax **Account** Transcript.” For more information see our website under Forms and Worksheets-IRS Tax Transcript Request Instructions. Married students that filed separate IRS income tax returns for 2016 or had a change in marital status after 12/31/16 please notify our office. You not be able to use the IRS DRT will need to submit 2016 IRS Tax Return Transcripts for student and spouse.

Section B: Non-Tax Filers

 Check the box that applies:

Note: Complete only if not required to file a 2016 IRS tax return.

- Neither I or my spouse were employed and had no income earned from work in 2016.
- I and/or my spouse 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. [Provide copies of all 2016 IRS W-2 forms issued to you and your spouse by your employer(s)]. List below every employer even if the employer did not issue an IRS W-2 form. Please include your name and Campus-Wide Number at the top. If you need more space, attach a separate page that includes your name and Campus Wide ID number at the top.

Section C: Confirmation of Non-filing:

Employers Name	2016 Amount	IRS W-2

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other tax authority. If appropriate, a similar confirmation from another taxing authority (e.g. a U.S. territory or a foreign government) is also acceptable.

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided later.

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Section D: Number of Household Members and Number in College

List below the people in your household. Include yourself and your spouse, if applicable. Please include your children if 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. Include 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, 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 you need more space, attach a separate page that includes your name and Campus-Wide Number at the top.

Full Name	Age	Relationship	College	Will be enrolled at least half time? (Y or N)
		Self		

Section E: High School Completion Status

- I have attached a document(s) that indicates my high school completion status. The following lists documents that will provide proof of your high school completion status as you begin school in the 2018-2019 academic year (only one is required):
1.) A copy of the student's high school diploma, 2.)
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded, 3.) A copy of the student's General Educational Development (GED) certificate or GED transcript, 4.) 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., 5.) If State law requires a homeschooled 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. 6.) If State law does not require a homeschooled 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 or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a home-school setting. If you are unable to obtain the documents listed above, you must contact the Office of Financial Aid at 312-906-5180.

- Section F: Identity and Statement of Educational Purpose** (To Be Signed at the Institution)

You must appear in person at the Office of Financial Aid at IIT's Downtown Campus, Chicago-Kent College of Law to verify your identity by presenting a 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 your photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

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

Statement of Educational Purpose

I certify that I _____ am the individual signing this 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 IIT's Downtown Campus, Chicago-Kent College of Law for 2018-2019.