



Student Financial Aid Office
2014-2015 INDEPENDENT Verification Worksheet
Verification Group V5

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter "0" in an area where an amount is requested.

The following items are required prior to a financial aid award being finalized:

- (1) This completed and signed Verification Worksheet.
- (2) Your 2013 Federal Tax Return Transcript (if IRS Data Retrieval Tool was not utilized), or if applicable, the Statement of Non-Filing in Section 4 any W-2 or 1099 statements from 2013.
- (3) Your Spouses' 2013 Federal Tax Return Transcript (if IRS Data Retrieval Tool was not utilized), or if applicable, the Statement of Non-Filing in Section C.
- (4) Any W-2 or 1099 statements from 2013.

If there are any differences between your FAFSA information and your financial documents, Coppin State University may need to make corrections to your record.

Section A: Student's Information

	Student ID Number
Last Name, First Name, M.I.	XXX-XX-_____
	Social Security Number
Street Address	Date of Birth
City, State, Zip Code	Phone Number

Section B: Independent Student's Family Information

List below the people in your household. Include:

- Yourself
- Your spouse, if you are married
- Your children, if any, if you will provide more than half of their support and will continue to provide more than half of their support thru June 30, 2014, or if the child would be required to provide your information if they were completing a FAFSA for the 2014-2015. Include children who meet either of these standards, even if they do not live with you.
- 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 thru June 30, 2014.

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, 2014, and June 30, 2015. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		Self	Coppin State University	

Student's Name: _____ Student ID # _____

Section C: Independent Student's Income Information to Be Verified

TAX RETURN FILERS—

Important Note: If you (or your spouse, if married) filed, or will file, an amended 2013 IRS tax return, you must contact the financial aid administrator before completing this section.

Check the box that applies:

- The student and/or spouse has used the IRS Data Retrieval Tool on FAFSA to transfer 2013 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The University will use the IRS information that was transferred in the verification process.*
- The student and/or spouse has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2013 IRS income information into the student's FAFSA once the student has filed a 2013 IRS tax return. *The University cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student and/or spouse are unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2013 IRS tax return transcript**—not a photocopy of the income tax return. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2013 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*
- Check here if the IRS tax return transcript is attached to this worksheet.*
- Check here if the IRS tax return transcript will be submitted to CSU later. Verification cannot be completed until the IRS tax return transcript has been submitted to CSU.*

TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2013 income tax return with the IRS.

Check the box that applies:

- The student and/or spouse were not employed and had no income earned from work in 2013.
- The student and/or spouse were employed in 2013 and have listed below the names of all the employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is attached. Attach copies of all 2013 IRS W-2 forms issued to the student and/or spouse by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Employer's Name	2013 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>

Student's Name: _____ Student ID # _____

Section D: Independent Student's Other Information to Be Verified

1. **SNAP Benefits:** Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2012 or 2013 calendar years.

One of the persons listed in Section B of this worksheet received SNAP benefits in 2012 or 2013. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2012 and/or 2013.

Name of person(s) who receives SNAP benefits: _____

2. **Child Support Paid:** Complete this section if you, the student, and or spouse paid child support in 2013.

Either I or my spouse listed in Section B of this worksheet, paid child support in 2013. If asked by the school, I will provide documentation of the payment of child support.

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 2013
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

Student's Name: _____ Student ID # # _____

Section E: High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2014-2015. **Please circle the statement that applies to you.**

- A copy of the student's high school diploma is attached.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded is attached.
- A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate is attached.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document is attached.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree is attached.
- For a homeschooled student from a state where state law requires 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 or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting is attached.

****A student who is unable to obtain the documentation listed above must contact the Financial Aid Office.****

Student's Name: _____ Student ID # # _____



F. Identity/Statement of Educational Purpose

The form must be completed and signed in the presence of either a Coppin State University Financial Aid Administrator or a Notary Public. Do not complete this section in advance.

Name of Student: _____ Student ID#: _____
 Last Name First Name M.I.

The student must appear in person at Coppin State University, Office of Financial Aid to verify his or her identity by presenting 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID. In addition, the student 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
 (Print Student's Name)

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 Coppin State University for 2014-2015.

 Student's Signature Date Student's ID Number

If Submitting in Person Present this form with original valid government-issued photo ID. To be completed by Coppin State University Financial Aid Administrator.		If Submitting by Mail Send this form with photocopy of valid government-issued photo ID. To be completed in the presence of a Notary Public.	
ID Type:		State of:	
ID Number:		Exp. Date:	
FAA Name:		City/County of:	
FAA Title:		This instrument was acknowledged before me on:	
FAA Signature:		By:	
Date:		Signed: (Seal)	

Notary must list the type of government ID used to document identity: _____

Section G: Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and spouse, if married, must sign and date.

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

Spouse's Signature

Date

Please return this worksheet, along with the required documentation, via fax to: 410.951.2551

Please do not mail documents to the office.

If you have any questions, please feel free to contact the Financial Aid Office at (410)-951-3636. Our office hours are 8:30 a.m. to 5:30 p.m., Monday through Thursday and 8:30 a.m. – 3:00 p.m. Friday.