

**Verification Worksheet Checklist**  
**2022 – 2023 V5 – Dependent Aggregate Verification Group**

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Your 2022 - 2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification." **Verification must be completed before your financial aid can be finalized and before any federal aid may be awarded.** If there are differences, your FAFSA information may need to be corrected. Please complete **ALL** sections of this worksheet, attach requested documentation, sign and return to the Financial Aid Office. **Verification cannot be completed until all requested documents are received and reviewed.**

**HOUSEHOLD INFORMATION**

List the names, ages and relationship to the student for all persons in your household including:

- The student.
- Student’s parents - including a stepparent, if married (even if you don’t live with them).
- Your parents’ other dependent children if they would be required to provide parental information on their 2022 - 2023 FAFSA.
- Other people in the home, if your parents provide more than half of their support and will provide more than half of their support from July 1, 2022 through June 30, 2023. **(Additional Documentation May Be Requested)**

Also, write the name of the college for any household member who will be enrolled in a degree or certificate program at least half-time between July 1, 2022 and June 30, 2022. (If you need more space attach a separate page.)

Full Name	Age	Relationship to Student	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	LeMoyne-Owen College	

**Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.**

**STUDENT TAX AND INCOME INFORMATION**

Did you file a Federal Income Tax Return for 2020? (Circle one) Yes No

Were you required to file a Federal Income Tax Return for 2020? (Circle one) Yes No

**1. If you answered YES, you did file, check the box that applies:**

- I **have used** the IRS Data Retrieval Tool to transfer my 2020 IRS income information into my FAFSA.
- I will submit my **2020 IRS tax return transcript(s)**: You can obtain a free federal tax transcript by going to the IRS website at <https://www.irs.gov/Individuals/Get-Transcript> or call the IRS transcript request line at 1-800-908-9946.

**2. If you answered NO, but worked in 2020, attach a copy of your 2020 W-2s.**

- A Verification of Non-Filing from the IRS. This can be requested at <https://www.irs.gov/Individuals/Get-Transcript> using the "Get Transcript by Mail" option, or by using IRS form 4506-T, selecting option 7.

Income Source	2020 Amount

**PARENT TAX AND INCOME INFORMATION**

Did your parent file a Federal Income Tax Return for 2020? (Circle one) Yes No

Was your parent required to file a Federal Income Tax Return for 2020? (Circle one) Yes No

**3. If you answered YES, they did file check the box that applies:**

- They **have used** the IRS Data Retrieval Tool to transfer their 2020 IRS income information into my FAFSA.
- I will submit my parent(s) **2020 IRS tax return transcript(s)**: You can obtain a free federal tax transcript by going to the IRS website at [www.irs.gov/Individuals/Get-Transcript](https://www.irs.gov/Individuals/Get-Transcript) or call the IRS transcript request line at 1-800-908-9946.

**4. If you answered NO, but they worked in 2020, attach a copy of your Parent(s) 2020 W-2's.**

- A Verification of Non-Filing from the IRS. This can be requested at <https://www.irs.gov/individuals/get-transcript> using the "Get Transcript by Mail" option, or by using IRS form 4506-T, selecting option 7.

Income Source	2020 Amount

### **Verification of 2020 Income Information for Individuals with Unusual Circumstances Individuals Granted a Filing Extension by the IRS**

An individual who is required to file a 2020 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2020, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2020;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2020;
- Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2020;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2020 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2020.

### **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2020 must provide:

- A **2020 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2020 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

**Verification Worksheet Checklist**  
**Identity and Statement of Educational Purpose**  
**(To be signed at the Institution)**

The student must appear in person at LeMoyne-Owen College to verify his or her identity  
 (Name of Postsecondary Educational Institution)  
 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.

**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 LeMoyne-Owen College to verify his or her identity,  
 (Name of Postsecondary Educational Institution)  
 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.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing  
 (Print Student’s Name)  
 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 LeMoyne-Owen College for 2022 – 2023.  
 (Name of Postsecondary Educational Institution)

\_\_\_\_\_  
 (Student’s Signature) (Date)

**Student Financial Aid Verification**

Date: \_\_\_\_\_ Verified By: \_\_\_\_\_

Valid Government-Issued Photo ID: Driver’s License \_\_\_\_\_ U.S. Passport \_\_\_\_\_

Other Government/State Issued ID \_\_\_\_\_ (Type of State Issued ID)

## **Verificación de Identidad y Declaración de Propósito Educativo** (Para ser firmadas en la institución)

El estudiante debe comparecer en persona en LeMoyne-Owen College para  
(Nombre de la institución educativa postsecundaria)  
verificar su identidad mediante la presentación de una identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros. La institución conservará una copia de la identificación con fotografía del estudiante en la cual se anotará la fecha en la que se recibió y revisó, y el nombre del funcionario de la institución autorizado a recibir y revisar las identificaciones de los estudiantes.

Además, el estudiante debe firmar, en presencia del funcionario de la institución, la Declaración de Propósito Educativo proporcionada a continuación.

## **Verificación de Identidad y Declaración de Propósito Educativo** (Para ser firmadas en presencia de un notario)

Si el estudiante no es capaz de comparecer en persona en LeMoyne-Owen College  
(Nombre de la institución educativa postsecundaria)  
para verificar su identidad, el mismo debe proporcionar a la institución:

- (a) una copia de la de identificación con fotografía (ID) válida emitida por el gobierno que no haya expirado, que se reconoce en la declaración del notario que aparece a continuación, o que se presenta ante un notario, como una licencia de conducir, otro tipo de identificación emitida por el estado o pasaporte, entre otros; y
- (b) la Declaración de Propósito Educativo original proporcionada a continuación debe ser notarizada. Si la declaración del notario aparece en una página separada de la Declaración de Propósito Educativo, se debe indicar de manera clara que la Declaración de Propósito Educativo era el documento notarizado.

## **Declaración de Propósito Educativo**

Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta

[Imprimir nombre del estudiante]

Declaración de Propósito Educativo, y que la ayuda financiera federal estudiantil

que yo pueda recibir sólo será utilizada para fines educativos y para pagar el

costo de asistir a LeMoyne-Owen College para 2022 – 2023.

[Imprimir nombre de institución educativa postsecundaria]

\_\_\_\_\_  
[Firma del estudiante]

\_\_\_\_\_  
[Fecha]

\_\_\_\_\_  
[Número de identificación del estudiante]

**Notary's Certificate of Acknowledgement**

*Notary's certification may vary by State*

State of \_\_\_\_\_  
City/County of \_\_\_\_\_  
On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)  
personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)  
on the basis of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo  
ID provided)  
to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

**Certificado de Reconocimiento del Notario**

*La certificación de notario puede variar según el estado*

Estado de \_\_\_\_\_  
Ciudad / Condado de \_\_\_\_\_  
El \_\_\_\_\_, delante de mí, \_\_\_\_\_,  
(Fecha) (Nombre del notario)  
apareció personalmente, \_\_\_\_\_, y me lo demostró  
(Nombre impreso del firmante)  
sobre la base de pruebas satisfactorias de identificación \_\_\_\_\_  
(Tipo de identificación con foto emitida por el  
gobierno provista)  
ser la persona nombrada anteriormente que firmó el instrumento anterior.

**Atestigua mi firma y sello oficial**

(sello)

\_\_\_\_\_  
(Firma del notario)

Mi comisión vence el \_\_\_\_\_  
(Fecha)

SSN: \_\_\_\_\_

## 2022 – 2023 Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's SSN

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date