

**2019-2020 Verification Worksheet**  
*Dependent Student- Group 5*



FAO Date Stamp

DEPVER-5

**A. Student's Information**

Last Name	First Name	M.I.	Student I.D. #
Street Address (include apt. no.)	City	State	Zip Code
Date of Birth	Telephone Number w/ Area Code		

**B. Household Information**

Number of Household: List below the people in the parents' household. Include:

- The student.
- The parent(s) (including a stepparent) even if the student doesn't live with the parent(s).
- The parents' other children if the parent(s) will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if the children do not live with the parent(s).
- Other people if they now live with the parent(s) **and** the parent(s) provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2020.

*College*

<i>Full Name</i>	<i>Age</i>	<i>Relationship</i>	<i>Include who is or will be enrolled in a degree, diploma or certificate program at an eligible post secondary institution.</i>	<i>Will be enrolled at least half time anytime between 7/1/19 and 6/30/20-Yes or No?</i>
1)		<b><i>Self (Student)</i></b>	<b><i>Santa Rosa Junior College</i></b>	
2)				
3)				
4)				
5)				
6)				

**C. Student's Income to Be Verified**

**1. Student Tax Return Filers-Skip to Section 2 if you did not or are not required to file a tax return.**

**Instructions:** Complete this section if the student filed or will file a 2017 IRS income tax return(s).

**Check the box that applies:**

The student has used the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.

The student did not use the IRS DRT in *FAFSA on the Web*, and the student will submit to the school a 2017 IRS tax return transcript. **Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.**

**2. Student Nontax filers-Skip to Section D if you completed Section 1 previously.**

**Instructions:** Complete following section if the student will not file and is not required to file a 2017 income tax return with the IRS. **Check the box that applies:**

The student was not employed and had no income earned from work in 2017.

The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. **Provide copies of all 2017 IRS W-2 forms issued to the student by the employers. List every employer even if the employer did not issue an IRS W-2 form.**

Employer's Name	Annual Amount Earned in 2017	IRS W-2 Provided?
Total Amount of Income Earned From Work	\$	

**D. Parent's Income to Be Verified**

**1. Parent Tax Return Filers-Skip to Section 2 if you did not or are not required to file a tax return.**

**Important Note:** The instructions below apply to each parent included in the household.

**Instructions:** Complete this section if the parent(s) filed or will file a 2017 IRS income tax return(s).

**Check the box that applies:**

The parent(s) has used the IRS Data Retrieval Tool (DRT) in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.

The parent(s) did not use the IRS DRT in *FAFSA on the Web*, and the parent(s) will submit to the school the 2017 IRS Tax Return Transcript(s). **Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.**

**2. Parent Nontax-Filers-Skip to Section E if you completed Section 1 above.**

**Instructions:** Complete this section if the parent(s) will not file and is not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

The parent(s) was not employed, and had no income earned from work in 2017.

The parent(s) was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. **Provide copies of all 2017 IRS W-2 forms issued to the parent(s) by the employers. List every employer even if the employer did not issue an IRS W-2 form.**

Employer's Name	Annual Amount Earned in 2017	IRS W-2 Provided?
Total Amount of Income Earned From Work	\$	

**E. Student's High School Completion Status**

**Instructions:** Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2019-2020. **If you are unable to obtain one of the documents below, you must contact Student Financial Services.**

**Check the box of the document you will attach to this worksheet:**

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.

An official GED transcript that indicates the student passed the exam, or a state-authorized, high school equivalent certificate.

For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.

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.

For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.

For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (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).

**NOTE: Student can choose to follow the instructions in EITHER section F or G.**

**F. NOTARIZED Documentation of Identity/Statement of Educational Purpose**

**2019-2020 Identity and Statement of Educational Purpose**

To Be **Signed With Notary** and submitted to:

*Financial Aid Office, Plover Hall  
Santa Rosa Junior College  
1501 Mendocino Avenue, Santa Rosa, CA 95401*

If the student is unable to appear in person at Santa Rosa Junior College 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 notarized Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this

(Print Student's Name)

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 SANTA ROSA JUNIOR COLLEGE for 2019-2020.

*(Name of Postsecondary Educational Institution)*

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,

(Date)

(Notary's Name)

personally appeared, \_\_\_\_\_, and provided to me

(Printed name of signer)

on basis of satisfactory evidence of identification \_\_\_\_\_

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

**WITNESS my hand and official seal**

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

(seal)

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

**G. Documentation of Identity/Statement of Educational Purpose**

**2019-2020 Identity and Statement of Educational Purpose**

**To Be Signed at the Financial Aid Office, Plover Hall**

**Santa Rosa Junior College  
1501 Mendocino Avenue, Santa Rosa, CA 95401**

The student must appear in person at Santa Rosa Junior College 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 following:

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

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  
**SANTA ROSA JUNIOR COLLEGE** for 2019-2020.

*(Name of Postsecondary Educational Institution)*

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

**H. Certification and Signatures**

I (we) certify that all information reported on or submitted with this form is complete and correct to the best of our knowledge. I (we) understand that if I (we) purposefully give false or misleading information to qualify for financial aid, I (we) may be fined, sent to prison, or both. **The student and one parent whose information was reported on the FAFSA must sign and date.**

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

***Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.***

***You should make a copy of this worksheet for your records.***

**RETURN TO: SRJC Financial Aid Office, Plover Hall  
1501 Mendocino Avenue  
Santa Rosa, CA 95401  
FAX: (707) 527-4499  
Phone: (707) 527-4471**