

## 2017–2018

### Verification Worksheet - V5

Your 2017–2018 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 the Financial Aid Office at Bergen Community College will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Office of Financial Aid. BCC may ask for additional information once this is reviewed.

Please check one:

- ☐ **I am a Dependent Student** [who needs to provide parental information]  
☐ **I am an Independent Student**

#### A. Student's Information [For Dependent & Independent Students]

Name

BCC ID#

Street Address (include apt. no.)

Date of Birth

City

State

Zip Code

Email Address

#### B. Student's Family Information [For Dependent & Independent Students]

##### Dependent Student

List the people in your **parent's household**. Include:

- Yourself & your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) & your parent(s) provide more than half of their support & will continue to provide more than half of their support through June 30, 2018.

##### Independent Student

List 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 from July 1, 2017, through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017–2018. 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 & will continue to provide more than half of their support through June 30, 2018.

Be sure to include the name of the college for any household member [Dependent Students exclude your parent(s)] 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, 2017, and June 30, 2018.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>self</i>	Bergen Community College	

## C. Student's Income Information to Be Verified [For Dependent & Independent Students]

### 1. TAX RETURN FILERS

**Instructions:** Complete this section if the student and spouse (if Independent), filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool on the FAFSA. If the student has not already used the tool, go to [www.fafsa.gov](http://www.fafsa.gov), log in using your FSA ID & password, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form.*

**Check the box that applies:**

- ☐ The student **has used** the IRS Data Retrieval Tool on the FAFSA to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *\*BCC will use the IRS information that was transferred in the verification process*
- ☐ The student is **unable or chooses not to** use the IRS Data Retrieval Tool on the FAFSA, and is submitting a '**2015 IRS Tax Transcript**' to BCC - **not** the 2015 Income Tax Return. *To order a 2015 IRS Tax Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get a Tax Transcript".*
- ☐ The student already submitted a '**2015 IRS Tax Transcript**' to BCC in the 2016-2017 Academic Year

**2. TAX RETURN NON-FILERS** - Complete this section if the student is **not** required to file a 2015 Income Tax Return and submit a '**2015 IRS Verification of Non-Filing**'. *To order a IRS Verification of Non-Filing, go to [www.irs.gov](http://www.irs.gov) and click on the "Get a Tax Transcript".*

**Check the box that applies:**

- ☐ The student was **not** employed and had **no** income earned from work in 2015.
- ☐ The student was employed in 2015 and has listed below the names of all the employers, the amount earned from each job in 2015, and whether an IRS W-2 form is attached. Attach copies of all '**2015 IRS W-2 Form**'. *To order an IRS Wage and Income Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get a Tax Transcript".*

**List every employer even if they did not issue you a W-2.**

Employer's Name	2015 Amount Earned	IRS W-2 Attached?

## D. Parent's Income Information to Be Verified [For Dependent Students]

### 1. TAX RETURN FILERS

**Instructions:** Complete this section if the student's parents, filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool on the FAFSA. If the student has not already used the tool, go to [www.fafsa.gov](http://www.fafsa.gov), log in using your FSA ID & password, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form*

**Check the box that applies:**

- ☐ The parent **has used** the IRS Data Retrieval Tool on the FAFSA to retrieve and transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *\*BCC will use the IRS information that was transferred in the verification process*
- ☐ The parent is **unable or chooses not to** use the IRS Data Retrieval Tool on the FAFSA, and is submitting a '**2015 IRS Tax Transcript**' to BCC - **not** the 2015 Income Tax Return. *To order a 2015 IRS Tax Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get a Tax Transcript".*

☐ The parent already submitted a '2015 IRS Tax Transcript' to BCC in the 2016-2017 Academic Year

2. **TAX RETURN NON-FILERS** - Complete this section if the parent is **not** required to file a 2015 Income Tax Return and submit a '2015 IRS Verification of Non-Filing'. To order a IRS Verification of Non-Filer, go to [www.irs.gov](http://www.irs.gov) and click on the "Get a Tax Transcript".

**Check the box that applies:**

☐ The parent was **not** employed and had **no** income earned from work in 2015.

☐ The parent was employed in 2015 and has listed below the names of all the employers, the amount earned from each job in 2015, and whether an IRS W-2 form is attached. Attach copies of all '2015 IRS W-2 Form'. To order an IRS Wage and Income Transcript, go to [www.irs.gov](http://www.irs.gov) and click on the "Get a Tax Transcript".

**List every employer even if they did not issue you a W-2.**

Employer's Name	2015 Amount Earned	IRS W-2 Attached?

### Certification and Signatures

I/we certify that all of the information reported on this worksheet is complete and correct.

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
**Student Signature** [For Independent & Dependent Students]

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse Signature** [For Independent Students]

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature** [For Dependent Students]

\_\_\_\_\_  
**Date**

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the Office of Financial Aid at Bergen Community College.  
You should make a copy of this worksheet for your records.*

## Identity and Statement of Educational Purpose

In order to complete the Verification process, the student **must** appear in person at Bergen Community College, Office of Financial Aid, 400 Paramus Road, Paramus, NJ 07652, Pitkin Education Building, Room A-129 to verify his/her 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. Bergen Community College 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 this institution authorized to collect the student's ID.

1. In addition, the student **must** sign, **in the presence of a Office of Financial Aid official**, the following:

### Statement of Educational Purpose

I certify that I \_\_\_\_\_ (student) 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 Bergen Community College for 2017-2018.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BCC FAO Signature

\_\_\_\_\_  
Date

2. **If the student is unable to appear in person at Bergen Community College** to verify his or her identity, they **must** provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, 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 \_\_\_\_\_ (student) 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 Bergen Community College for 2017-2018.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Notary's Certificate of Acknowledgement

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

On \_\_\_\_\_ (Date), before me, \_\_\_\_\_ (Notary's Name) personally appeared, \_\_\_\_\_, and provided to me on basis of satisfactory evidence of identification \_\_\_\_\_ (Type of ID) to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

My commission expires on \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature

## High School Completion Status [For Dependent & Independent Students]

You must submit documentation of high school completion or an equivalent along with this worksheet. **Check the box of the document you will attach to this worksheet:**

- ☐ High School Diploma or High School Transcript including graduation date.
- ☐ Official documentation from High School Counselor stating your graduation date & reason why high school diploma/transcript is unavailable.
- ☐ General Education Development (GED) Certificate.
- ☐ State certificate stating you have passed a State-authorized examination recognized as an equivalent of a high school diploma.
- ☐ Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor's degree.
- ☐ If you are a homeschooled student, a transcript or equivalent, signed by parent or guardian, listing secondary school courses you have completed and documentation that you have successfully completed secondary school education.
- ☐ If you are a homeschooled student, a secondary school completion credential provided under State law.
- ☐ If you do not have documentation meeting any of the above requirements, seeking an associate degree or its equivalent, and excelled academically in high school, you may provide documentation of the high school stating that you excelled academically in high school and documentation from your current/future postsecondary institution that you have met the formalized, written policies of admitting such students