

AGGREGATE VERIFICATION (V5) WORKSHEET

2017-2018



Federal Student Aid Programs

Your Free Application for Federal Student Aid (FAFSA) was selected for verification which compares your FAFSA information to your financial documents. This is a federal requirement under 34CFR. If there are any differences, corrections will be made to the FAFSA and sent to the U.S. Department of Education for confirmation.

What you must do:

- Collect your and your spouse's (if married) and parents(s) (for dependent students only) 2015 Tax Return Transcript, all W-2 forms issued, and "Verification of Non-Filing Letter".
- Complete all sections of this form according to your dependency status in Blue or Black ink only. **Incomplete worksheets cause delays and will be returned for completion.**
- You and one parent must complete and sign this form (for dependent students only).
- Bring, fax, or mail your completed form to the UAPB Student Financial Services Office.
- Do not make any additional income/ household size/ number in college corrections to the FAFSA once this form has been submitted.
- Contact the UAPB Student Financial Services Office if you have questions completing this form.

A. STUDENT INFORMATION

Student Name		UAPB SID#	
Email		Phone Number (Include area code)	
Home Address (include apt. no.)			
City	State	Zip Code	



The final deadline to complete the verification process is established by the Federal government and published in the Federal Register on an annual basis- www.federalregister.gov.

B. HOUSEHOLD INFORMATION

Please select your dependency status by checking the appropriate option as to your household situation.

- If you (the student) answered "NO" to questions 46-58 on the FAFSA, you are considered "Dependent."
- If you (the student) answered "YES" to any of questions 46- 58 on the FAFSA, you are considered "Independent."

DEPENDENT STUDENT:



A student is considered dependent if he/she is required to provide parental information on the FAFSA.

All household members include:

- Yourself
- Your parent(s) even if you don't live with your parent(s) (including a step-parent, biological parents who live together but are not married, same sex parents that are married, as recognized by state or foreign country).
- 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,
- Other people only if they now live with your parent(s), and your parent(s) will provide more than half of their support and will continue to provide more than half of their support from July 1, 2017 through June 30, 2018.

INDEPENDENT STUDENT:



A student is considered independent if he/she was not required to provide parental information on the FAFSA.

All household members include:

- Yourself
- Your spouse, if married. Must include same sex spouses as recognized by state or foreign country.
- 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 and will continue to provide more than half of their support from July 1, 2017 through June 30, 2018.

- List the names and ages of **ALL** household member(s) as defined above, in the space(s) provided below, beginning with (You) the student. Also, write the name of the college for any household member who will attend college at least half- time between July 1, 2017 and June 30, 2018 and will enroll in a degree, diploma, or certificate program (please include your parent's in the section below, but **do not** include their **college** information in the box below). **If more space is needed, attach a separate page.**

Please continue to the next page

Print your Name and Student ID Number on ALL Documents ■ Return this form with all documents attached by mail, fax or email:
 Student Financial Services ■ 1301 North L.A. "Prexy" Davis Drive, Mail Slot 4985 ■ Pine Bluff, AR 71601
 By Fax ■ (870) 575- 4622 ■ By Email ■ finaid@uapb.edu

B. HOUSEHOLD INFORMATION CONTINUED

UAPB SID#

Student's Name	Age	Relationship	Attending College	College or University
		SELF	Yes	University of Arkansas Pine Bluff
Family Members	Age	Relationship to Student	College or University	
		Parent 1	N/A	N/A
		Parent 2	N/A	N/A

C. INCOME TAX FILING STATUS



Check **ONE** box for you (the student) your spouse (if married), Independent students only.
Check **TWO** boxes for you (the student) and your parents(s), Dependent students only.

- **FOR THOSE THAT FILED A 2015 TAX RETURN-** A faster, more effective way to verify income is by using the IRS Data Retrieval Tool that is part of the **FAFSA on the Web**. To access this option log back into your 2017-2018 FAFSA at www.FAFSA.gov. If you are unsuccessful with this option you must attach a copy of your **2015 IRS Tax Return Transcript** to this form. To obtain an IRS Tax Return Transcript, go to www.IRS.gov and under the **Tools Heading** select "Get Transcript of Your Tax Records", then select "Get Transcript by Mail", then request the "IRS Tax Return Transcript", **OR** call 1 (800) 908-9946.
- **FOR THOSE THAT DID NOT FILE A 2015 TAX RETURN-** Please attach copies of all 2015 IRS W-2 forms **AND** a "Verification of Non-Filing Letter" if you answered that you worked, but were not required to file a 2015 Tax Return **OR** if you did not work and had no income earned from work in 2015. Copies of both documents can be requested online at www.irs.gov **OR** by calling 1-800-829-1040 **OR** by completing IRS form 4506-T.

STUDENT	PARENT	Please READ and FOLLOW all given instructions provided below. Dependent students must have parent information; therefore, TWO boxes must be checked. One for the student and one for the parent. Do Not leave this section blank.		
<input type="radio"/>	<input type="radio"/>	I used the IRS Data Retrieval Tool while completing the FAFSA and transferred my 2015 income information to the FAFSA and did not make any additional changes to the information.		
<input type="radio"/>	<input type="radio"/>	I provided a copy of my 2015 Tax Return Transcripts to your office during the 2016-2017 school year		
<input type="radio"/>	<input type="radio"/>	I was unable to use the Data Retrieval Tool, and will attach a copy of the 2015 IRS Tax Return Transcript to this form. <ul style="list-style-type: none"> • Copies of original tax returns are not accepted. (Ex. Forms 1040, 1040A, 1040EZ) • Copies of an Account Transcript are not accepted. • If you/ your spouse (if married) or parents (if dependent) have filed separate returns, copies from each individual must be submitted for processing. 		
<input type="radio"/>	<input type="radio"/>	I filed a tax return and later amended my taxes. <ul style="list-style-type: none"> • Copies of Tax Return Transcript AND a signed copy of the 1040X form are attached to this form. 		
<input type="radio"/>	<input type="radio"/>	I did not file a 2015 Tax Return and did not have earnings in 2015. <ul style="list-style-type: none"> • If this option is selected, a "Verification of Non-Filing Letter" from the IRS must be attached to this form. 		
<input type="radio"/>	<input type="radio"/>	I was employed, but was not required to file a 2015 Tax Return. <ul style="list-style-type: none"> • If you select this option, copies of all 2015 W-2(s) AND a "Verification of Non-Filing Letter" from the IRS must be attached to this form. Complete the section below and list all employers and any income received in 2015, and indicate if the W-2 is attached. 		
		Employer's Name	2015 Amount Earned	IRS W-2 Attached?

D. HIGH SCHOOL COMPLETION

Provide **ONE** of the following documents that indicates your high school completion status when you begin college in 2017-2018.
Check the box that applies:

Please continue to the next page

Print your Name and Student ID Number on ALL Documents ■ Return this form with all documents attached by mail, fax or email:
Student Financial Services ■ 1301 North L.A. "Prexy" Davis Drive, Mail Slot 4985 ■ Pine Bluff, AR 71601
By Fax ■ (870) 575- 4622 ■ By Email ■ finaid@uapb.edu

<input type="checkbox"/> High School diploma (with specific graduation date).	<input type="checkbox"/> If you completed a secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
<input type="checkbox"/> A copy of your final official high school transcript that shows the date when the diploma was awarded.	<input type="checkbox"/> A state certificate or transcript received after you passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSet, TASC, or other State-authorized examination).
<input type="checkbox"/> An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.	<input type="checkbox"/> If you were homeschooled in 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.
<input type="checkbox"/> If you were homeschooled in 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.	

E. SIGNATURES (Required)

By signing, I/We certify that all of the information reported and/ or attached is complete and correct. **WARNING:** If you purposely provide misleading information or withhold information, you may be subject to penalty of law and/ or institutional sanctions.

Student Signature and Date

Parent Signature and Date (If Applicable)

STOP HERE- READ THE FOLLOWING INSTRUCTIONS CAREFULLY



F. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

In order to complete the verification process, you, the student must appear **IN PERSON** at UAPB to verify his or her identity by presenting a valid government- issued photo identification (ID), such as, but not limited to, a state issued driver's license, other state-issued ID, or passport. UAPB 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. **This section must be completed in the presence of a financial aid administrator.**

If you are **Unable to appear IN PERSON at UAPB** to verify your identity, you 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. **This section must be completed in the presence of a Public Notary.**

Statement of Educational Purpose

I certify that, I (*print student name*) _____, 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 the UAPB for 2017-2018.

Student Signature _____ Date _____

Student ID Number _____

Financial Aid Administrator Signature _____ Date _____

Notary's Certificate of Knowledge

State of _____ City/County of _____ on _____

Before me, _____ Notary's Name personally appeared, _____ Printed Name of Signer

And provided to me on basis of satisfactory evidence of identification _____
To be the above-name person who signed the foregoing instrument. Type of Government-Issued Photo ID Provided _____

Witness my hand and official seal _____
Notary Signature

SEAL

Date Commission Expires

**Print your Name and Student ID Number on ALL Documents ■ Return this form with all documents attached by mail, fax or email:
Student Financial Services ■ 1301 North L.A. "Prexy" Davis Drive, Mail Slot 4985 ■ Pine Bluff, AR 71601
By Fax ■ (870) 575- 4622 ■ By Email ■ finaid@uapb.edu**