

# North Arkansas College

## 2019 – 2020 Verification Worksheet V5

Financial Aid Office \* 1515 Pioneer Drive \* Harrison, AR 72601 \* 870-391-3266 \* 870-391-3340 (fax)  
financial-aid@northark.edu

<b>Student ID Number</b>	<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
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<b>Social Security Number</b>	<b>Date of Birth</b>	<b>Phone Number</b>
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Your application was selected for review in a process called “verification”. If there are differences between the data on your FAFSA and the verification documents you submit to our office, we will make corrections and send them for reprocessing by the federal processor. We may ask for additional information during this process.

**Why was my FAFSA selected for verification?** The Department of Education uses a formula, not revealed to colleges and universities, to select applicants.

**What happens during the verification process?** During verification, the Financial Aid Office compares information from the student’s FAFSA with all other required verification documents, makes necessary corrections and then submits them to the federal processor.

**How long does the verification process take?** Once **ALL** required documentation has been submitted to the Financial Aid office the verification processing time is generally two to four weeks during peak season. Therefore, students should start the process as soon as possible.

**Priority submission dates:**

- Fall | August 1<sup>st</sup>
- Spring | December 1<sup>st</sup>
- Summer | May 1<sup>st</sup>

Documentation submitted after the priority submission date(s) will be processed in the order of receipt, but it is not guaranteed to be completed by the payment due date(s). It is recommended that you contact the Student Accounts Office at 870-391-3292 to discuss payment options if your aid is not awarded by the payment deadline.

### A. Household Information

- A student is considered **DEPENDENT** if he/she was required to provide parental data on the FAFSA
- A student is considered **INDEPENDENT** if he/she was not required to provide parental data on the FAFSA

**DEPENDENT STUDENT**

List the people in your parent(s)’ household:

- Yourself and your parent(s) (including stepparent),  
**Even if you do not live with your parent(s)**
- Your parent(s)’ other children, if your parent(s) will provide more than 1/2 their support from 7-1-2019 through 6-30-2020
- Anyone who lives with your parent(s) and your parent(s) provide more than 1/2 their support and will continue to provide more than 1/2 their support through 6-30-20

**INDEPENDENT STUDENT**

List the people in your household:

- Yourself and your spouse, if married
- Your children, if you will provide more than 1/2 their support from 7-1-2019 through 6-30-2020
- Other people, if they now live with you and you provide more than 1/2 their support and will continue to provide more than 1/2 their support through 6-30-20

Full Name	Age	Relationship	Name of College if attending	Enrolled at Least Half Time
		<i>SELF</i>	<i>North Arkansas College</i>	

## B. Income Information

ID #: \_\_\_\_\_

### Student and Spouse (if Married) Tax Filing Status – Calendar Year 2017

Were you required to file a 2017 U.S federal income tax return? Please select ONE:

\_\_\_\_\_ YES, and I used the Data Retrieval Tool in FAFSA on the Web to automatically retrieve and transfer my 2017 IRS income information, and did not change any of the information once it was retrieved.

\_\_\_\_\_ YES, but I was unable to use the IRS Data Retrieval Tool in FAFSA on the Web.

- **Submit a signed 2017 IRS Tax Return Transcript (copies of tax returns cannot be accepted)**  
Go to: [www.IRS.Gov/individuals/get-transcript](http://www.IRS.Gov/individuals/get-transcript) or call 1.800.908.9946

\_\_\_\_\_ NO, but I had some earnings from work.

- **Submit all 2017 W-2 and 2017 1099 forms you received**
- **If INDEPENDENT, also submit an IRS Verification of Non-filing Letter which can be requested from the IRS at <https://www.irs.gov/individuals/get-transcript>**

\_\_\_\_\_ NO, and I had no earnings from work.

- **If INDEPENDENT, submit an IRS Verification of Non-filing Letter which can be requested from the IRS at <https://www.irs.gov/individuals/get-transcript>**

### Parent (if Dependent) Tax Filing Status – Calendar Year 2017

Were your parent(s) required to file a 2017 U.S federal income tax return? Please select ONE:

\_\_\_\_\_ YES, and they used the Data Retrieval Tool in FAFSA on the Web to automatically retrieve and transfer 2017 IRS income information, and did not change any of the information once it was retrieved.

\_\_\_\_\_ YES, but they were unable to use the IRS Data Retrieval Tool in FAFSA on the Web.

- **Submit a signed 2017 IRS Tax Return Transcript (copies of tax returns cannot be accepted)**  
Go to: [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) or call 1.800.908.9946

\_\_\_\_\_ NO, but they had some earnings from work.

- **Submit all 2017 W-2 and 2017 1099 forms you received**

\_\_\_\_\_ NO, and they had no earnings from work.

- **Submit an IRS Verification of Non-filing Letter which can be requested from the IRS at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)**

**\*Only complete this section if you, your spouse or your parent(s) (if dependent) did not file 2017 income tax returns\***

Please list below the names of all employers for members of the household who **DID NOT FILE** 2017 income tax returns.

(Copies of all W-2 forms issued by employers must be submitted)

NAME	EMPLOYER'S NAME	IRS W-2 PROVIDED	2017 EARNED AMOUNT
			\$
			\$
			\$

## C. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2019–2020:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, or other State-authorized examination).
- 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 student who was 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.

**If this documentation is already on file with the North Arkansas College Admissions/Registrar's Office, please notify the Financial Aid Office and a duplicate copy will not be required.**

**D. Certification and Identity Statement of Educational Purpose**

The student must sign, in the presence of the institutional official.

The student must appear in person at North Arkansas College, 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.

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_, 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 North Arkansas College for 2019-2020.

I certify that all of the information reported on this worksheet is complete and correct. The student and parent (if dependent) must sign this worksheet.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*(Parent signature required only if dependent student, and Parent does not have to appear in person to sign)*

**For Office Use Only**

Student has provided valid government-issued photo identification in the form of:

*(List ID document number and expiration date and **must attach photo copy**)*

- driver's license \_\_\_\_\_
- other state-issued ID \_\_\_\_\_
- passport \_\_\_\_\_
- other \_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

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

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