

2018-19 Independent Aggregate Verification Worksheet

Student Last Name	First Name	Middle Initial	Dominican Student ID Number
Street Address	City	State	Zip
			Phone or Cell Phone Number

Your 2018-19 Free Application for Federal Student Aid (FAFSA) was selected for verification, a process in which the Office of Financial Aid must obtain documentation from you to ensure the accuracy of the information submitted on your FAFSA. The information provided on your FAFSA will be compared with the information on the required documents you submit. If there are differences between the FAFSA and the documents, your FAFSA information may be updated.

Section A: Number of Household Members and Number in College

In the chart below, please list **ALL** of the people in the parent(s) household. Make sure to include:

- Yourself, the student.
- Your spouse, if you are married.
- Your children or your spouse’s children **IF** you or your spouse will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide your or your spouse’s information if they were completing a FAFSA for 2018-19. 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 or your spouse provide more than half of the other people’s support and will continue to do so through June 30, 2019.

For each person list: **full name, age, and relationship to the student**. If any household member listed is enrolled or will be enrolled at least half-time in a college degree, diploma, or certificate program any time between July 1, 2018 through June 30, 2019, please indicate the **name of the college** and **indicate whether or not the person will be enrolled at least half-time**. **Please list all household members that meet the above criteria regardless of whether the individual currently attends college**. If more space is needed, please provide a separate page that includes the student’s name and Dominican ID number at the top.

Full Name	Age	Relationship to Student	College Name (if applicable)	Enrolled at least half-time? (Yes/No)
		<i>Self</i>	<i>Dominican University of California</i>	

Section B: Student’s 2016 Tax & Income Information

Have you, the student, or your spouse filed a 2016 Federal Income Tax Return? If you have an **Unusual Tax Filing Circumstance**, see Page 5 for additional instructions.

Yes, I certify that I/we filed an Income Tax Return for 2016.

If answered yes, please indicate how you will provide your tax information:

I have used/will use the IRS Data Retrieval Tool in FAFSA, **OR**

I am attaching/will provide a Tax Return Transcript from the Internal Revenue Service (**Note: This is NOT your Form 1040/1040A/1040EZ**). See instructions on Page 4.

No, I certify that I/we have not filed and were not required to file an Income Tax Return for 2016.

If answered no, please provide the following:

Verification of Non-Filing Letter(s) from the IRS that confirm I (and/or my spouse) did not file taxes in 2016 (see instructions on Page 4), **AND**

I confirm that I (and/or my spouse) were not employed and had no income earned from work in 2016, **AND/OR**

I confirm that I (and/or my spouse) were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and **have attached copies of ALL 2016 W-2(s)** for each source of income listed. Attach a second page if more room is required.

Employer’s Name	Amount Earned	W-2 provided?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Section C: High School Completion Status – Please check the appropriate box below and **attach documentation** demonstrating the student’s high school completion status when the student begins college in 2018-2019. If you are unable to provide any of the documentation listed below, please contact the Office of Financial Aid.

A copy of high school diploma or official high school transcript showing the date when the diploma was awarded.

A copy of a state certificate or transcript received by the student after the student passed a State-authorized examination (GED test, HiSet, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.

A copy of the “secondary school leaving certificate” or other similar document for students who completed secondary education in a foreign country.

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.

A copy of a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential.

A transcript, or equivalent, signed by the parent or guardian of a homeschooled student, which lists the secondary school courses the student completed and reflects the successful completion of a secondary school education in a homeschool setting. (For homeschooled students in a State where State law does not require students to obtain a credential.)

Section D: Identity and Statement of Educational Purpose – Please review this entire section prior to completion as there are very specific steps that must be followed.

The student must appear **in person** at Dominican University of California 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 Statement of Educational Purpose provided below. If the student is unable to appear in person at Dominican University of California 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 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 this Statement of Educational Purpose and
(Print Student’s name)
that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Dominican University of California for 2018-2019.

Student Signature

Date

Student ID Number

Notary’s Certification of Acknowledgement

To be completed by a notary if the student is unable to appear in person at Dominican University of California.

State of _____ City/County of _____ on _____,
(Date)

before me, _____, personally appeared, _____,
(Printed Notary’s name) (Printed name of signer)

and proved to me on basis of satisfactory evidence of identification _____
to be the above-named person who signed the foregoing instrument. (Type of government-issued photo ID provided)

WITNESS my hand and official seal

(Notary signature)

(Seal)

My commission expires on _____
(Date)

CERTIFICATION – *To be completed by the student. The following signatures 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 (required)

Date

Spouse Signature (optional)

Date

Instructions for Providing Tax Information

Instructions for using the IRS Data Retrieval Tool (DRT) in FAFSA

1. Go to www.fafsa.gov
2. Login with the student's FSA ID
3. In the Student Financial Information Section, complete the questions about whether taxes have been filed, the filing status, and whether a Puerto Rican/foreign tax return were filed for 2016.
4. If you are eligible to use the DRT, a "LINK TO IRS" button should appear. Click it.
5. On the next page, click on the "PROCEED TO IRS SITE" button.
6. Your name and information should appear on the IRS site. Enter your information and address as it appears on your 2016 Federal Income Tax Return. Click submit.
7. You will be taken to a page that confirms which items will be transferred from the IRS to the FAFSA. Under the "Transfer My Tax Information into FAFSA" heading, check the box to confirm the transfer of the data and click on the "Transfer Now" button. You will be taken back to the FAFSA.
8. Complete, sign, and submit the remaining portions of the FAFSA.

Note: Individuals filing as Married Filing Separately are not eligible to use the IRS DRT and must provide the Tax Return Transcripts for each individual. See instructions below.

Instructions for requesting the Tax Return Transcript by mail

1. Go to www.IRS.gov
2. Click on the "Get My Tax Record" button.
3. Click on the "Get Transcript by mail" link.
4. Enter the Social Security Number and date of birth of the first person listed on the Form 1040 and also the address on file with the IRS (usually the same address used on the same income tax return.)
5. Select the "**Return Transcript**" for the type and "**2016**" for the tax year.

Instructions for requesting the Verification of Non-Filing Letter

1. Go to: www.IRS.gov
2. Download and print IRS Form 4506-T.
3. Complete the form with the Non-Filer's name, Social Security Number, and address. Check the box on Line 7 to request the Non-Filing Letter. Sign/Date the form.
4. Submit the Form 4506-T to the IRS at the appropriate address or fax number indicated on the form.

Unusual Tax Filing Circumstances

In some cases, you may not be able to submit a Tax Return Transcript or use the IRS DRT in FAFSA to provide your tax information. Please refer to the situations below for additional information.

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2016, must provide the following items:

- Copy of IRS Form 4868 that was filed with the IRS for tax year 2016
- Copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016
- Verification of Non-Filing Letter (see instructions on Page 4)
- W-2(s) for each source of employment income received or an equivalent document for tax year 2016
- 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 2016 (preferably from an accountant)

Individuals who filed an Amended Return

An individual who amended a U.S. Income Tax Return for tax year 2016 needs to provide the following documents:

- 2016 IRS Tax Return Transcript, if the IRS DRT was not used (see instructions on Page 4), **AND**
- **Signed and dated** copy of the 2016 IRS Form 1040X that was filed with the IRS.

Individuals who are Victims of Tax Administration Identity Theft

An individual who was the victim of IRS tax-related identify theft must provide the following items:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that include all of the income and tax information required to be verified **Note:** Individuals must contact the IRS at 1-800-908-4490 to authenticate their identity and request the TRDBV.
- A statement signed and dated by the tax filer indicating that he/she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identify theft.

Individuals who filed Non-IRS Income Tax Returns

Individuals who filed non-IRS/non-US income tax returns must provide tax information depending on the government with which taxes were filed. **Note:** Tax account information or Income Tax Returns must be translated into English.

1. An individual who has filed a 2016 Income Tax Return with the **Commonwealth of Puerto Rico, Guam, the U.S. Virgin Islands, or the Commonwealth of the Northern Mariana Islands** may provide the following items:
 - Signed/Dated copy of the income tax return filed with the relevant tax authority for tax year 2016
 - If requested, a copy of the tax account information issued by the relevant tax authority
2. An individual who filed a 2016 Income Tax Return with the **American Samoa** must provide the following items:
 - Copy of the tax account information issued by the relevant tax authority
3. Individuals who filed an income tax return with a **foreign tax authority** not listed above must provide the following:
 - Copy of the tax account information issued by the relevant tax authority that includes all of the tax filer's income and tax information required to be verified for tax year 2016, if it can be obtained at no cost from the tax authority **OR**
 - If a transcript cannot be obtained at no cost from the relevant taxing authority, a **signed/dated** copy of the 2016 income tax return **AND** documentation that the tax authority charges a fee to obtain the tax account information