



2017-2018 VERIFICATION GUIDANCE (V-5)

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must verify certain information you reported on your FAFSA.

HOW TO COMPLETE THIS WORKSHEET:

Complete sections A through E *ONLY*. Section F must be completed in one of the following ways:

- Appear in person in our office to complete section F.**
 - Bring this worksheet with a valid government-issued identification including but not limited to a driver's license, state issued ID card, military identification, or passport to complete section D in front a Financial Aid Administrator.
- If you are unable to appear in person, please follow these steps:**
 - Take this form to a notary public to complete section F. Be sure to have your ID present to sign and date this form in person. Have this document *notarized* by the notary public **AND**
 - Make a copy of a valid government-issued photo identification, including but not limited to a driver's license, state issued ID card, military identification, or passport; **AND**
 - Mail the completed *original notarized* form and the copy of your valid government issued ID to your campus' Financial Aid Office.

OTHER DOCUMENTS TO SUBMIT WITH THIS WORKSHEET:

- 2015 Tax Return or Confirmation of Non-filing (section C of this worksheet):** This document may be submitted in one of the following ways:
 - **Option 1** – For tax return filers, utilize the IRS Data Retrieval Tool (IDRT) on your 2017/18 FAFSA
 - If you initially completed your 2017/18 FAFSA with the IDRT, this document has been submitted.
 - If not, login to your FAFSA at <https://fafsa.ed.gov/>, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA.
 - **Option 2** – Retrieve document directly from IRS
 - Visit www.irs.gov, under *TOOLS* menu, select *Get a Tax Transcript*.
 - If you have BOTH a credit card (not debit card) and a mobile phone under YOUR NAME, select **Get Transcript ONLINE**. You will be prompted to create an account, which may take up to 15 minutes. After creating your account, you'll be able to request your 2015 Tax Return Transcript or Confirmation of Non-filing. Be sure to request a Return Transcript, not an Account Transcript. If you filed jointly with your spouse, tax account data is listed under the social security number of the primary taxpayer shown on your tax return, so please be sure to have the primary taxpayer request the Tax Return Transcript.
 - If you do not have both a credit card and mobile phone under your name, select **Get Transcript by MAIL**.
 - Or call the IRS at **1-800-908-9946** to request your *2015 Tax Return Transcript* or *Confirmation of Non-filing* if you did not file a tax return.
 - **NOTE** – If you amended your tax return, you must submit your 2015 Tax Return Transcript and the 1040X Form, together.

HOW TO SUBMIT:

- In Person:** The Pomona Financial Aid Office is located in the Student Services Center on the 2nd floor.
The Lebanon Financial Aid Office is located on the 2nd floor in room 248.
- Mail:** ONLY IF NOTARIZED

Pomona Campus: WesternU Financial Aid Office, 309 E. 2nd St., Pomona, CA 91766
Lebanon Campus: WesternU Financial Aid Office, 200 Mullins Drive, Lebanon, OR 97355

WE CANNOT ACCEPT EMAILED OR FAXED COPIES OF THIS WORKSHEET



2017-2018 Verification Worksheet AGGREGATE VERIFICATION (V-5)

A. Independent Student's Information

 Student's Last Name Student's First Name Student's M.I Student's ID Number

 Student's Program and Graduating Year (e.g. DO 2019, MSNE 2018, DPT 2018, etc.)

B. Independent Student's Family Information

List below 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** and will continue to provide more than half of their support through June 30, 2018.

Include the name of the college for any household member 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. *If more space is needed, attach a separate page with your name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>EXAMPLE: Marty Jones</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		Self		

C. Independent Student's 2015 Income Information to Be Verified

Check the box that applies and submit the documentation requested, if applicable.

TAX FILER

- I have filed a 2015 tax return and I have used the IRS Data Retrieval Tool on the FAFSA to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA.

- I have filed a 2015 tax return, but I was unable or choose not to transfer my tax data into my FAFSA. I have attached my (and, if married, my spouse's) 2015 IRS Tax Return Transcript to this worksheet. If the student and spouse filed separate 2015 IRS Tax Returns, 2015 Tax Return Transcripts must be provided for both.

NON TAX FILER

- I (and my spouse, if married) was not required to file a 2015 tax return. I (and/or my spouse if married) was employed in 2015 and have **attached** copies of all of my (our) **2015 W-2 forms** and **confirmation of non-filing** dated on or after October 1, 2016 from the IRS.

- I (and my spouse, if married) did not file a 2015 tax return. I (we) was not employed and had no income earned from work in 2015. I have **attached confirmation of non-filing** dated on or after October 1, 2016 from the IRS.

D. Verification of Academic Completion

Check the box that applies and submit the documentation requested, if applicable.

- I have a Bachelor's Degree (or higher), which may be verified through the Admissions Office.

- I do not have a Bachelor's Degree, but I have successfully completed at least a two year program, which may be verified through the Admissions Office.

- I do not have a Bachelor's Degree or a two year program degree, but I do have a high school diploma, or equivalent. Please submit one of the following:
 - A copy of the student's high school diploma; or final high school transcript
 - A copy of the student's GED certificate; or a copy of the student's GED transcript
 - A copy of the certificate the student received after passing a state authorized examination which the state recognizes as the equivalent of a high school diploma
 - Alternative documentation, if none of the above is applicable

E. Signature

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

I certify that all of the information reported on this application is complete and correct.

Student Wet Signature

Date

Note: We may require additional documentation if we have reason to believe that the information provided is inaccurate or incomplete. You should make a copy of this worksheet for your records.

F. Identity & Statement of Educational Purpose (To Be Signed at WesternU – FA Office)

Instructions: PLEASE TAKE THIS FORM TO THE FINANCIAL AID OFFICE IN PERSON with a valid government-issued identification including but not limited to a driver's license, state issued ID card, military identification, or passport to sign in person with a Financial Aid Administrator.

Please complete the statement in the box below in front of a Financial Aid Administrator (or notary public):

I certify that I _____ am the individual signing this Statement	
<i>(Print Student's Name)</i>	
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 <u>Western University of Health Sciences</u>	
<i>(Name of Postsecondary Educational Institution)</i>	
for 2017-2018.	
_____ <i>Student Wet Signature</i>	_____ <i>Date</i>

For those who cannot appear in person:

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On _____, before me, _____, personally appeared

(Date)

(Notary Name)

_____ and provided to me on basis of satisfactory evidence of identification

(Printed Name of Signer)

_____ to be the above-named person who signed the foregoing instrument.

(Type of Government-Issued Photo ID Provided)

WITNESS my hand and official seal.

(seal)

(Notary Signature)

My commission expires on _____

(Date)

For FA Office Use Only

Unexpired Identification submitted:

- Driver's License State Issued Identification Card
- United States Passport Other:

Verified and FAA Access Updated by:

(FA Counselor Signature)

(Date)

I witnessed the student sign the Statement of Educational Purpose, or I have verified that an original document has been notarized. I have also collected a copy of the student's valid identification.

(FA Admin Printed Name)

(FA Admin Signature)

(Date)