

Your Free Application for Federal Student Aid (FAFSA) was selected for verification. The law says that before awarding Federal Student Aid, the Financial Aid Office must confirm the information you and your spouse reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, the Financial Aid Office will make corrections to your FAFSA.

A. STUDENT INFORMATION

Name (<i>print clearly</i>):		Email address:	
Date of birth: / /19	Last four digits of SS#:	Phone: ()	
Address:	City:	State:	Zip:

B. FAMILY INFORMATION

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's 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 the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2018.

Print the names of all household members in the spaces below. Also write the name of the college for any household member who will be attending at least half-time between July 1, 2017 and June 30, 2018, and will be enrolled in a degree, diploma, or certificate program.

If more space is needed, provide a separate page with the student's name and SSN at the top.

Full Name	Age	Relationship	College	Enrolled at least half-time? Yes/No
<i>(example) Jill J. Student</i>	24	Self	Geneva General Hospital	
		Self	Geneva General Hospital	Yes

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate.

C. INCOME INFORMATION FOR STUDENT TAX FILERS

Complete this section if the student filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://fafsa.gov).* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed. **Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will make a correction to the FAFSA at www.fafsa.gov to transfer 2015 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. A **2015 IRS Tax Return Transcript** may be obtained through the Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

In most cases, for electronic tax filers, 2015 IRS tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic return has been accepted by the IRS. Generally, for filers of paper returns, the 2015 income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper return has been received by the IRS.

D. INCOME INFORMATION FOR STUDENT NONTAX FILERS

Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS. **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 have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. **[Provide copies of all 2015 IRS W-2 forms issued to the student and spouse by their employers]**. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and SSN at the top.

Employer’s Name	Annual Amount Earned in 2015	IRS W-2 Provided?
<i>ABC’s Auto Body Shop (example)</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work	\$	

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

E. INCOME INFORMATION FOR PARENT TAX FILERS

Important Note: The instructions below apply to each parent included in the household, regardless of whether or not they are married. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

Complete this section if the parents filed or will file a 2015 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed. **Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will make a correction to the FAFSA at www.fafsa.gov to transfer 2015 IRS income tax return information into the student’s FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**. A **2015 IRS Tax Return Transcript** may be obtained through the Online Request - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."

In most cases, for electronic tax filers, 2015 IRS tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic return has been accepted by the IRS. Generally, for filers of paper returns, the 2015 income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2015 paper return has been received by the IRS.

If the parents filed separate 2015 IRS income tax returns, **2015 IRS Tax Return Transcripts** must be provided for each parent.

_____ Check here if a **2015 IRS Tax Return Transcript(s)** is provided for each parent.

F. INCOME INFORMATION FOR PARENT NONTAX FILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2015 income tax return with the IRS. **Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and SSN at the top.

Employer’s Name	Annual Amount Earned in 2015	IRS W-2 Provided?
<i>ABC’s Auto Body Shop (example)</i>	<i>\$4,500.00</i>	<i>Yes</i>

Total Amount of Income Earned From Work	\$	

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

H. HIGH SCHOOL COMPLETION STATUS

The Financial Aid Office is required to verify your high school completion status prior to awarding you financial aid. One of the following documents has been copied from your admissions record and will be maintained in your financial aid file for this purpose:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- 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.
- If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (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 documents the successful completion of a secondary school education in a homeschool setting.

I. IDENTIFY/STATEMENT OF EDUCATIONAL PURPOSE

THIS SECTION MUST BE COMPLETED IN THE PRESENCE OF AN INSTITUTIONALLY DESIGNATED OFFICIAL OR NOTARY.

The student must appear in person at Geneva General Hospital (FLHCON/MSWSPN) to verify his or her identity by presenting valid government-issued photo identification (ID), such as, but not limited to:

- Valid Driver's License
- State -Issued ID Card
- 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.

Authorized officials include **Lisa Eldridge (FA Counselor), Ann Spayd (Student Services Coordinator), Giovanna Leone (Secretary) and Karen Cook (Programs Coordinator).**

In addition, the student must sign, in the presence of the institutional official, the following:

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

(Print Student's Name)

educational purposes and to pay the cost of attending Geneva General Hospital for 2017-2018.

(Student's Signature)

(Date)

Complete the following section only if you are unable to appear in person at Geneva General Hospital

If the student is unable to appear in person at Geneva General Hospital to verify his or her identity, the student must provide:

(a) A copy of the 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:

- Valid Driver's License,
- State -Issued ID Card
- Passport.

(b) The original Statement of Educational Purpose, which is provided above, 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.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,

(Date)

(Notary's name)

personally appeared, _____, and proved to me

(Printed name of signer)

on basis of satisfactory evidence of identification _____

(Type of government-issued photo ID provided)

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

WITNESS my hand and official seal

(seal)

(Notary signature)

My commission expires on _____

For Office Use Only: Once the identity of the student is verified, please attach a copy of the appropriate document to this form.

Official Signature: _____ JB / AD / GL / KC Date: _____

K. SIGN THIS WORKSHEET

Each person signing below certifies that all of the information reported is complete and correct.

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

Students Printed Name:

Date:

Student Signature (required):

Parents Printed Name:

Date:

Parents Signature (required):