

**Student Information** *(Please Print)*

Student's Last Name	Student's First Name	Student's M.I.	Student's CCCC Student ID#
Student's Street Address (include apt. no.)			Student's CCCC Email Address
City	State	Zip Code	Student's Telephone # <i>(include area code)</i>

**Warning: According to the U.S. Department of Education, if you purposely give false or misleading information, you may be subject to a fine of up to \$20,000 or imprisonment for up to 5 years, or both.**

Your 2019–2020 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 ask you to confirm the information you reported on your FAFSA. In the verification process we will compare the information reported on the FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit this form and other required documents to Central Piedmont Community College's Financial Aid Office. If you have questions about verification, contact your Financial Aid counselor as soon as possible so that your financial aid will not be delayed.

**Dependent Student's Family Information**

**DIRECTIONS:**

Please list all family members or any other people who belong to your parent's household using the criteria below:

- **Yourself (the student)**
- **Custodial parent as reported on the FAFSA** – List your biological or adoptive parents if they are married to each other or are not married to each other but **live together**.
- **Household member(s) supported by custodial parent(s) more than 50 percent from July 1, 2019 through June 30, 2020.**
- **Your parent(s)' dependent and/or other children (other children are those who are supported by, but do not live with your parents) if your parent(s) provide(s) more than half of the support for any dependent or other child, or if those children would be required to give parental information when applying for federal aid.**
- **Other people if any other person lives with and receives more than half of his/her support from your parent(s) and will continue to receive more than half of his/her support from your parent(s) during the time period above.**

**Number in College:** Include the name of the college for any household member listed below, (**excluding parents**) if they plan to attend college **at least half-time (six credit hours or more) in a degree any time between July 1, 2019 and June 30, 2020.** You may be asked to provide documentation of enrollment for family member(s) (i.e. printout from the school's website of the current schedule, an acceptance letter, or a copy of the tuition and fees invoice).

*If more space is needed, attach a separate page with the student's name and Student ID number at the top.*

Full Name	Age	Relationship to Student	Name of College, if attending (2019-2020)	Will be Enrolled at Least Half Time? (Yes/No)
<i>Kristy Smith (example)</i>	18	Sister	Central University	Yes
		<b>SELF</b>	Central Piedmont Community College	
		Parent 1		
		Parent 2 (if applicable)		

**Dependent Student’s Income Information to Be Verified**

**Important Note:** The instructions below apply to the dependent student. Notify the financial aid office if the student filed an **amended** return, or was divorced or widowed after December 31, 2017.

Check all boxes that apply:

- I (the student) have used the IRS DRT (data retrieval tool) in FAFSA on the web and was able to link my taxes electronically.**
- I (the student) have filed a US 2017 income tax return.**  
Provide a 2017 IRS Tax Return Transcript.
- I (the student) did not file an income tax return and was not employed in 2017.**
- I (the student) did not file and was not required to file, but was employed in 2017.**  
Complete the table below and provide all 2017 W-2s or a 2017 IRS Wage & Income Transcript. If self-employed, provide a 1099-MISC (net earnings did not exceed \$400 for self-employment).
- I (the student) was working in a foreign nation in 2017.**  
Provide foreign tax transcript or its equivalent and complete the table below listing each source of income along with W2 equivalents. If unable to provide foreign transcript and/or W2s, you must submit a signed and dated statement explaining the tax-filing requirements of the foreign nation and why you are unable to submit these documents.

**Only complete table below if you did not file taxes, but were employed in 2017:**

Employer’s Name	2017 Amount Earned	IRS W-2 Issued?
<i>ABC Shipping (example)</i>	\$1,280	Yes

**Parent's Income Information to Be Verified**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns, filed an **amended** return, or had a change in marital status after December 31, 2017.

Check all boxes that apply:

**PARENT 1:** I, \_\_\_\_\_,

- I (the parent) have used the IRS DRT (data retrieval tool) in FAFSA on the web and was able to link my taxes electronically.
- Have filed a 2017 income tax return. *Provide a US 2017 IRS Tax Return Transcript.*
- Did not file an income tax return and was not employed in 2017. *Provide an IRS Non-filing letter dated on or after October 1, 2018. If you cannot obtain an IRS Non-filing letter because you were residing in a foreign nation or not required to file in the foreign nation, you must submit documentation from the nation's tax authority indicating you did not file taxes or if no documentation exists, submit a signed and dated statement explaining the taxing requirements of the foreign nation and why you are unable to submit these documents.*
- Did not file and was not required to file an income tax return, but was working in the United States in 2017.  
*Provide an IRS Non-filing letter dated on or after October 1, 2018 and complete the table on page 4 and provide all 2017 W-2s or a 2017 IRS Wage & Income Transcript. If self-employed, provide a 1099-MISC (net earnings did not exceed \$400 for self-employment). If unable to obtain an IRS Non-filing letter because you do not have a SSN, ITIN, or EIN, you must submit a signed and dated statement certifying you do not have a SSN, ITIN, or EIN and you must complete the table on page 4 and submit all 2017 W-2s.*
- Was working in a foreign nation in 2017  
*Provide a signed foreign tax return or its equivalent if it can be obtained free of charge and complete the table below listing each source of income and submit all 2017 W-2 equivalents. If unable to provide foreign tax return for free and/or W2s, you must submit a signed and dated statement explaining the tax-filing requirements of the foreign nation and why you are unable to submit these documents.*

**PARENT 2:** I, \_\_\_\_\_,

- I (the parent) have used the IRS DRT (data retrieval tool) in FAFSA on the web and was able to link my taxes electronically.
- Have filed a 2017 income tax return. *Provide a US 2017 IRS Tax Return Transcript.*
- Did not file an income tax return and was not employed in 2017. *Provide an IRS Non-filing letter dated on or after October 1, 2018. If you cannot obtain an IRS Non-filing letter because you were residing in a foreign nation or not required to file in the foreign nation, you must submit documentation from the nation's tax authority indicating you did not file taxes or if no documentation exists, submit a signed and dated statement explaining the taxing requirements of the foreign nation and why you are unable to submit these documents.*
- Did not file and was not required to file an income tax return, but was working in the United States in 2017.  
*Provide an IRS Non-filing letter dated on or after October 1, 2018 and complete the table on page 4 and provide all 2017 W-2s or a 2017 IRS Wage & Income Transcript. If self-employed, provide a 1099-MISC (net earnings did not exceed \$400 for self-employment). If unable to obtain an IRS Non-filing letter because you do not have a SSN, ITIN, or EIN, you must submit a signed and dated statement certifying you do not have a SSN, ITIN, or EIN and you must complete the table on page 4 and submit all 2017 W-2s.*

**Was working in a foreign nation in 2017**

Provide a signed foreign tax return or its equivalent if it can be obtained free of charge and complete the table below listing each source of income and submit all 2017 W-2 equivalents. If unable to provide foreign tax return for free and/or W2s, you must submit a signed and dated statement explaining the tax-filing requirements of the foreign nation and why you are unable to submit these documents.

**Only complete table below if you did not file taxes, but were employed in 2017:**

Employer's Name	2017 Amount Earned	Who was Employed?	IRS W-2 Provided?
<i>Pro Auto (example)</i>	\$980	Father	Yes

**High School Completion Status**

**Name of High School Graduated From:**

\_\_\_\_\_ (Name of High School) \_\_\_\_\_ (City) \_\_\_\_\_ (State or Foreign Country)

**High School Completion Status**

Please check the box next to the type of documentation which you have submitted to Student Records in order to confirm your completion of high school or equivalent.

- 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 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, HiSET, TASC or other State-authorized examination).
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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.
- For a homeschooled student from a state where state law does not require the 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- For military students who are unable to obtain one of the documents listed above, a copy of the student's DD214 that indicates the student is a high school graduate or equivalent.

**Identity and Statement of Educational Purpose**

The student will need to appear ***in person*** at Central Piedmont Community College’s Financial Aid Office 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. **The name on your ID must match the name on your social security card.**

***\*IMPORTANT: If the name on your photo ID does not match the name you reported on your FAFSA, a correction will be made. You may also be asked to provide additional documentation such as, but not limited to, your social security card, birth certificate, marriage license or court documents indicating a legal name change.***

If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.

**Verification of Identity**

***\*This section is to be completed by the Financial Aid Officer or the Notary Public (if completed offsite).***

Type of government-issued photo ID provided: \_\_\_\_\_ DOB: \_\_\_\_\_

Identification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Full Name as it Appears on ID: \_\_\_\_\_

**Statement of Educational Purpose**

***\*Complete this section in front of Financial Aid Officer or Notary Public.***

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 Central Piedmont Community College for 2019-2020.

*(Please Print Student's Full Legal Name)*

\_\_\_\_\_  
*(Student's Signature)*

\_\_\_\_\_  
*(CPCC ID #)*

\_\_\_\_\_  
*(Date)*

**Notary Public's Certificate of Acknowledgement**

If you cannot appear in person, you will need to provide the following via mail:

- (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, 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.

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary's 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 & number of valid photo ID provided)

**WITNESS my hand and official seal**  
(seal)

Signature of Notary: \_\_\_\_\_

My commission expires on: \_\_\_\_\_  
(Date)

Central Piedmont Community College's (CPCC) Financial Aid Office will be comparing information from your Free Application for Federal Student Aid (FAFSA) with your financial documents [Student Assistance General Provisions (34 CFR, Part 668)]. If there is a difference between your FAFSA data and your financial documents, corrections to your FAFSA may be required.

### Certification and Signature

**Please provide your signature. Since you are a dependent student, please also provide one parent's signature whose information is listed on your FAFSA. By providing these signatures, you are certifying that all of the information on this form is complete and correct. You are also authorizing Central Piedmont Community College to make corrections to your original and/or subsequent applications based on the documents you are now submitting.**

<b>Student Signature:</b>	<b>Date:</b>
<b>Parent Signature (Dependent Students Only):</b>	<b>Date:</b>

**Financial Aid Office use only:**

IVER Updated?                      Yes \_\_\_\_                      No \_\_\_\_

High school transcript on file in Student Records?                      Yes \_\_\_\_                      No \_\_\_\_

High school completion type on FAFSA matches transcript on file?                      Yes \_\_\_\_                      No \_\_\_\_

Name as it appears on the FAFSA (from ISIR):

\_\_\_\_\_

Signature of FAO

Completing Verification: \_\_\_\_\_ Date: \_\_\_\_\_

## **2017 Income Tax Return Information for Individuals with Unusual Circumstances**

### **Individuals Who Do Not Have a Social Security Number, ITIN, or EIN and Did Not File and Were Not Required to File 2017 IRS Income Tax Return**

If an individual does not have a Social Security Number, ITIN, or EIN and is unable to obtain a "Verification of Non-Filing Letter" from the IRS, provide the following documents":

- a) A signed and dated statement certifying that individual does not have a Social Security Number, ITIN, or EIN; and a list of the sources and amounts of earnings, and other income for 2017 year.
- b) And, if applicable, copy of W-2s or an equivalent documents for each source of employment income received in 2017.

### **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS Income Tax Return for tax year 2017 must provide:

- a) A 2017 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information to be verified; *AND*
- b) A signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return", filed with the IRS.

### **Individuals Who Were Victims of IRS Identity Theft**

A victim of IRS tax-related identity theft must provide:

- a) A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified, *AND*
- b) A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

### **Individuals Who Filed Non-IRS Income Tax Returns**

A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands may provide a signed copy of their income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of their tax account information.

A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that they are unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of their income tax return that was filed with the relevant tax authority.



**Individuals Granted a Filing Extension by the IRS**

An individual who is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2017 must provide:

- a) A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return", that was filed with the IRS on or over October 1, 2017;
- b) A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2017;
- c) Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018.
- d) A copy of the IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2017 and,
- e) 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 2017.