



# INDEPENDENT VERIFICATION WORKSHEET (V5) 2016 – 2017

## AGGREGATE VERIFICATION

Your application for financial aid was selected for review in a process called “**Verification**”. Please submit the documentation as soon as possible but no later than 120 days after your last day of enrollment, or by September 2017, whichever occurs first. No funds will be disbursed until the verification process is completed. Failure to complete the verification process by the deadline will result in your ineligibility for Title IV funds for the award year. The law states we have the right to ask you for this information before awarding any federal aid. If there are differences between the information supplied on your federal application and your financial documents, we will need to correct this information. *We must review the required information under the financial aid program rules (34 CFR, Part 668).*

The Department of Education has requested that the institution verify certain items for a student selected for this review. All of the verification items are listed on this Worksheet and must be verified to determine Title IV eligibility.

**\*\*** The 2015 IRS Tax Transcript will not be necessary if you and/or your spouse were able to retrieve your tax information using the IRS Data Retrieval Tool when completing the 2016-2017 FAFSA and no changes were made after the information was retrieved.

To review the status of your awards, please visit your GCU Student Portal at <http://my.gcu.edu>.

All fields are required to be completed. If you have any questions, please contact your GCU Student Services Advisor.

### A. Student Information

STUDENT NAME: \_\_\_\_\_ GCU STUDENT NUMBER: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

### B. Family Information

List the people in your household. Include:

- Yourself
- Your spouse (if married)
- Your children, if any, if you will provide more than half of their support from July 1, 2016, through June 30, 2017, even if they do not live with you. If your child is between the ages of birth and one year, please list the age as "1"
- Any unborn child who is scheduled to be born between July 1, 2016 through June 30, 2017 should be listed with an age of "0" with the relationship noted as "unborn child"
- Other people if they lived with you and received more than half their support from you and will continue to receive more than half their support from you through June 30, 2017

| Full Name | Age | Relationship | Full Name of College (No Acronyms)* |
|-----------|-----|--------------|-------------------------------------|
|           |     | Self         | Grand Canyon University             |
|           |     |              |                                     |
|           |     |              |                                     |
|           |     |              |                                     |
|           |     |              |                                     |
|           |     |              |                                     |
|           |     |              |                                     |

\*Siblings must be enrolled at least half time as a ‘regular’ student in a degree/certificate granting program between July 1, 2016 and June 30, 2017.

**C. Source of Income – Student: COMPLETE EITHER SECTION 1 OR SECTION 2**

**Instructions:** The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log into your FAFSA record, 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. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

**1. Student: Tax Filer**

Check the box that applies:

- ☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my 2016-2017 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. GCU will use the IRS information that was transferred in the verification process.
- ☐ I have not filed but will use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my FAFSA once I have filed a 2015 IRS tax return. See above for instructions on how to use the IRS Data Retrieval Tool.
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2015 IRS tax return transcript - NOT a photocopy of the income tax return**. To obtain an IRS tax return transcript, call 1-800-908-9946 or go to [www.irs.gov](http://www.irs.gov) and click on "Get a Tax Transcript by Mail" under "Tools" then click on the "Get Transcript by MAIL" button. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). Make sure to request the "Return Transcript" and not the "Account Transcript." It takes up to three weeks for income information to be available for electronic filers and up to eight weeks for paper filers.
- ☐ Check here if your IRS tax return transcript(s) is attached to this worksheet
- ☐ Check here if your IRS tax return transcript(s) will be submitted to GCU later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to GCU.

**2. Student: Non-Tax Filer** Complete this section if C.1 above did not apply and you will not file and were not required to file a 2015 income tax return with the IRS.

- ☐ I was not employed and had no income earned from work in 2015, **OR**
- ☐ I was employed in 2015 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2015. **W-2s are required from all employers.**

**DO NOT leave the section below blank. Enter "none" if you did not earn income in 2015 or enter the amount of income earned during 2015**

| Student's Source of Income | 2015 Amount | W-2 Attached? If not, why? |
|----------------------------|-------------|----------------------------|
|                            | \$          |                            |
|                            | \$          |                            |
|                            | \$          |                            |
|                            | \$          |                            |

**D. Source of Income – Spouse: COMPLETE EITHER SECTION 1 OR SECTION 2 IF APPLICABLE****1. Spouse: Tax Filer**

Check the box that applies:

- ☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my 2016-2017 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. GCU will use the IRS information that was transferred in the verification process.
- ☐ I have not yet filed but will use the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my FAFSA once I have filed a 2015 IRS tax return. See above for instructions on how to use the IRS Data Retrieval Tool.
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2015 IRS tax return transcript - NOT a photocopy of the income tax return**. To obtain an IRS tax return transcript, call 1-800-908-9946 or go to [www.irs.gov](http://www.irs.gov) and click on "Get a Tax Transcript by Mail" under "Tools" then click on the "Get Transcript by MAIL" button. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2015 IRS tax return was filed). Make sure to request the "Return Transcript" and not the "Account Transcript." It takes up to three weeks for income information to be available for electronic filers and up to eight weeks for paper filers.
- ☐ Check here if your IRS tax return transcript(s) is attached to this worksheet
- ☐ Check here if your IRS tax return transcript(s) will be submitted to GCU later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to GCU.

2. **Spouse: Non-Tax Filer** Complete this section if D.1 above did not apply and you will not file and were not required to file a 2015 income tax return with the IRS.

- ☐ I was not employed and had no income earned from work in 2015, **OR**
- ☐ I was employed in 2015 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2015. **W-2s are required from all employers.**

**DO NOT leave the section below blank. Enter "none" if you did not earn income in 2015 or enter the amount of income earned during 2015**

| <i>Spouse's Source of Income</i> | <i>2015 Amount</i> | <i>W-2 Attached? If not, why?</i> |
|----------------------------------|--------------------|-----------------------------------|
|                                  | \$                 |                                   |
|                                  | \$                 |                                   |
|                                  | \$                 |                                   |

## E. Additional Information: **COMPLETE SECTION 1 AND SECTION 2**

### 1. Supplemental Nutrition Assistance Program (SNAP)

Please indicate below if someone in the household (listed in **Section B**) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2014 or 2015 calendar years.

- ☐ At least one of the persons listed in **Section B** of this worksheet received SNAP Benefits in 2014 or 2015.
- OR**
- ☐ None of the household members listed in **Section B** of this worksheet received SNAP Benefits in 2014 or 2015.

### 2. Child Support Paid

Please indicate below if student and/or spouse paid support in 2015.

- ☐ Neither I nor my spouse paid child support in 2015.
- OR**
- ☐ I and/or my spouse listed in Section B of this worksheet paid child support in 2015. I have indicated below the name of the person who paid the child support, to whom the child support was paid, the name and age of the child for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child. **Note: Please provide the additional information below only if the child is not reported in Section B of this form.**

| <i>Full Name of Person Who Paid Child Support</i> | <i>Full Name of the Person to Whom Child Support was Paid</i> | <i>Full Name of Child for Whom Support Was Paid</i> | <i>Age of Child</i> | <i>Amount of Child Support Paid in 2015</i> |
|---|---|---|---------------------|---|
|   |   |   |                     |   |
|   |   |   |                     |   |
|   |   |   |                     |   |

**F. Proof of Identity/Statement of Educational Purpose: COMPLETE EITHER SECTION 1 OR SECTION 2****1. To be Signed in the Presence of a Grand Canyon University Official**

- A. You must verify your identity in the presence of a Grand Canyon University official by presenting an original valid government-issued photo ID such as, but not limited to, a driver license, other state-issued ID, or passport. The institution will maintain a copy of your photo ID that is annotated with the date it was received along with the name and signature of the authorized official at the institution who witnessed your signature.
- B. Do not sign this form until you are in the presence of a University official.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ (**Print Student Name**) 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 for the cost of attending Grand Canyon University for 2016 -2017.

**Student Signature:** \_\_\_\_\_

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

**2. To be Signed in the Presence of a Notary**

If you are unable to verify your identity in the presence of a Grand Canyon University official, you must provide the following **via mail** to the address listed below:

- A. Copy of a valid government-issued photo ID that is acknowledged in the notary statement below, such as but not limited to a driver license, other state-issued ID, or passport; and
- B. The original notarized Statement of Educational Purpose provided below. This must be signed in the presence of a Notary. The original, non-copied signature is required.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ (**Print Student Name**) 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 for the cost of attending Grand Canyon University for 2016 -2017.

**Student Signature:** \_\_\_\_\_

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

**Notary's Certificate of Acknowledgement**

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

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's Name)

personally appeared, \_\_\_\_\_ and provided to me on basis of satisfactory  
(Printed Name of Signer)

evidence of identification \_\_\_\_\_ to be the above-named person who signed  
(Type of government-Issued Photo ID)  
the foregoing instrument.

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

\_\_\_\_\_  
(Notary Signature)

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

Mail this document and a copy of the photo ID presented to the Notary (e.g. driver license) to: Grand Canyon University, Office of Financial Aid, P.O. Box 11549, Phoenix, AZ 85061

**California Notaries:** Using the separate CA notary form is acceptable as long as the type of photo ID presented is noted on the form.

## **G. High School Completion Status**

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For the 2016-2017 award year, we are required by the Department of Education to verify your high school completion status. As this is documentation already required for admission into Grand Canyon University, our office will work with the Office of Academic Records to determine if you have submitted the appropriate document(s) to confirm your high school completion status.

If additional information is required, you will be contacted by your GCU Student Services Advisor and asked to provide a copy of your high school diploma, high school transcripts indicating a graduation date or copy of a GED.

## **H. Certification and Signature (Handwritten Signature Required – Typed/Electronic Signature Not Accepted)**

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By signing below the student certifies that all of the information reported is complete and correct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|   |
|---|
| <b>WARNING: If false or misleading information is given on this worksheet, student may be fined, sentenced to jail, or both</b> |
|---|