



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 need to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information we will compare your 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 and one parent whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to our office. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. STUDENT INFORMATION

Last Name	First Name	M.I.	GOCC ID# (required)
Street Address (include apt. no.)			Date of Birth
City	State	Zip Code	Email Address
Home Phone Number (include area code)			Alternate or Cell Phone Number

B. FAMILY INFORMATION

- Enter student name and age in this section:

Student Name	Age	Relationship to Student	Name of College
		Self	Glen Oaks Community College

- List parent(s), including a stepparent, even if you don't live with your parent(s). List both parents if parents are unmarried and living together. If parents are separated or divorced, provide the family information for the parent reported on FAFSA.

Parent(s)/Stepparent	Age(s)	Relationship to Student

- List below the parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if a child does not live with the parents.
- List other people below if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2020.

Note: Include in the space below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, and include the name of the college.

Children and/or dependents (first and last name)	Age(s)	Relationship to Student	Name of College (if enrolled at least ½ time – 6 credits)

C. PARENT'S FINANCIAL INFORMATION

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 for 2017 or had a change in marital status after December 31, 2017.

Verification of 2017 Income Information for Parent Tax Filers

Complete this section if the parents **filed or will file** a 2017 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.

Check the box that applies:

- The parents have used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov to transfer 2017 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov, but will use the tool to transfer 2017 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 with a **2017 IRS Tax Return Transcript(s)**. See instructions on **How to Obtain a 2017 IRS Tax Return Transcript** on page 6.

Verification of 2017 Income Information for Parent Non-Tax Filers

Complete this section if the parents **will not file and are not required** to file a 2017 income tax return with the IRS.

The instructions below apply to each parent included in the household.

Check the box that applies:

- Neither parent was employed, and neither had income earned from work in 2017. Complete Step 1 below:
- Each parent must provide an **IRS Verification of Non-Filing Letter**. The letters will confirm that the IRS has no record of a 1040, 1040A or 1040EZ tax form on file for the 2017 tax year. The letter must be dated after October 1, 2018. See instructions on **How to Obtain an IRS Verification of Non-Filing Letter** on page 6.
- One or both parents were employed in 2017, but did not file and were not required to file a 2017 income tax return. Complete Steps 1 and 2 below:
- Each parent must provide an **IRS Verification of Non-Filing Letter**. The letters will confirm that the IRS has no record of a 1040, 1040A or 1040EZ tax form on file for the 2017 tax year. The letter must be dated after October 1, 2018. See instructions on **How to Obtain an IRS Verification of Non-Filing Letter** on page 6.
 - List below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2017 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 ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

D. STUDENT'S FINANCIAL INFORMATION

Verification of 2017 Income Information for Student Tax Filers

Complete this section if the student **filed or will file** a 2017 IRS Income Tax Return.

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

Check the box that applies:

- The student has used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov, but will use the tool to transfer 2017 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 with a **2017 IRS Tax Return Transcript(s)**. See instructions on **How to Obtain a 2017 IRS Tax Return Transcript** on page 6.

Verification of 2017 Income Information for Student Non-Tax Filers

Complete this section if the student **will not file and is not required to file** a 2017 IRS Income Tax Return.

Check the box that applies:

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2017 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.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

E. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE (MUST BE SIGNED AT THE INSTITUTION)

Do not complete this section in advance. The student must appear in person at Glen Oaks Community College, 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.

Acceptable Government Issued ID (GOCC Employee or Notary, check which document is copied for review)

Driver's License State issued ID Passport

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 educational purposes and to pay the cost of attending **GLEN OAKS COMMUNITY COLLEGE** for 2019-2020.

(Print Student's Name)

Student's Signature

Date

GOCC ID#

To be completed by Financial Aid Administrator if submitting in person:

Financial Aid Officer Name Printed

Financial Aid Officer Title

Financial Aid Officer Signature

Date

If the student is unable to appear in person at Glen Oaks Community College to verify his/her identity, the student must provide to the institution's Financial Aid Office: (1) a readable 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 (2) 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. To be completed in the presence of a Notary Public if submitting by mail:

State of

City/County of

On _____, before me, _____, personally appeared,
(Date) (Notary's Name)

_____, and proved 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)

Notary Stamp or Seal.
(If Applicable)

WITNESS my hand and official seal:

(Notary Signature)

My commission expires on _____
(Date)

F. HIGH SCHOOL COMPLETION STATUS

Provide one of the following documents to indicate the student's high school completion status when the student will begin attending Glen Oaks Community College in the 2019-2020 academic year. Mark the box of the document provided:

<input type="checkbox"/>	A copy of the student's high school diploma.
<input type="checkbox"/>	A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
<input type="checkbox"/>	A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
<input type="checkbox"/>	For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
<input type="checkbox"/>	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.
<input type="checkbox"/>	For a homeschooled student from 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.
<input type="checkbox"/>	For a homeschooled student in a state, such as Michigan, where state law does not require the student to obtain a secondary school completion credential for homeschooling (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.

A student who is unable to obtain the documentation listed above must contact the Financial Aid Office.

G. CERTIFICATIONS AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Warning: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Print Student's Name

GOCC Student ID Number

Student's Signature **(Required)**

Date

Parent's Signature **(Required)**

Date

Submit this worksheet and additional documentation by mail or fax to:
Glen Oaks Community College, Attn: Financial Aid Office, 62249 Shimmel Road, Centreville, MI 49032
Fax: 269-467-9068

How to Obtain a 2017 IRS Tax Return Transcript

A **2017 IRS Tax Return Transcript** may be obtained through:

Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 5-10 calendar days from the IRS's receipt of the online request.

Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.

Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 5-10 calendar days from the IRS's receipt of the telephone request.

Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. Complete and submit IRS Form 4506-T to the IRS by fax at 855-800-8015 or mail to: Internal Revenue Service, ATTN: RAIVS Team, P.O. Box 145500, Stop 2800 F, Cincinnati, OH 45250. The transcript is generally received within 5-10 calendar days from the IRS's receipt of the paper request form.

How to Obtain an IRS Verification of Non-Filing Letter

A **2017 IRS Verification of Non-Filing letter** dated after October 1, 2018, may be obtained through:

Online Request - Go to www.IRS.gov; click "Get Your Tax Record,"

- You will have the option to "Get Transcript Online" or Get Transcript by Mail"
- After you login click on the tax year needed under "Verification of Non-Filing Letter."
- Request information for tax year 2017 to complete verification for 2019-2020 FAFSA.

Automated Telephone Request - 1-800-908-9946. The IRS Verification of Non-Filing letter is generally received within 5-10 calendar days from the IRS's receipt of the telephone request.

Paper Request Form – IRS Form 4506-T. Complete and submit IRS Form 4506-T to the IRS by fax at 855-800-8015 or mail to: Internal Revenue Service, ATTN: RAIVS Team, P.O. Box 145500, Stop 2800 F, Cincinnati, OH 45250. The IRS Verification of Non-Filing letter is generally received within 5-10 calendar days from the IRS's receipt of the paper request form.