

# Western New England University 2019–2020 Verification Worksheet

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 may ask you to confirm the information you, and your parents, if a dependent student, reported on your FAFSA. To verify that you provided correct information the financial aid administrator 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 at least one parent if you are a dependent student, must complete and sign this worksheet, attach any required documents, and submit the form and required documents to Enrollment Services. We may ask for additional information. If you have questions about verification, contact Enrollment Services as soon as possible so that your financial aid will not be delayed.

## Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s ID Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Cell Phone Number

## Number of Household Members and Number in College

**Independent Students (parent information not required on FAFSA):** List the people in **your household**. Include yourself, your spouse if you have one, **and** your children **if** you will provide more than half of their support from July 1, 2019 through June 30, 2020. Include other people **only** 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 from July 1, 2019 through June 30, 2020.

**Dependent Students (parent information required on FAFSA):** List the people in your custodial **parents’ household**. Include yourself, your parent/stepparent (even if you don’t live with them), and your parent/stepparent’s children who live with them. Include parent/stepparent’s other children who do not live with them **if** your parent/stepparent will provide more than half of their support from July 1, 2019 through June 30, 2020, or **if** the children would be required to give parental information when completing a FAFSA for 2019-2020. List any other people who now live in your parent/stepparent’s household **if** your parent/stepparents provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

List **all household members** below. Include the college name for any family member (excluding parents, if a dependent student), who 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.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Western New England</i>	

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

**Student's 2017 Income Information**

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

1. Check only one box below.

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the FAFSA.
- The student is unable or chooses not to use the IRS DRT and instead will provide a copy of 2017 IRS Tax Return Transcript. (A paper copy of your federal 1040 form is not acceptable documentation.) A 2017 Tax Return Transcript can be obtained online at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by calling 1-800-908-9946. Make sure to order the Tax Return Transcript and not the Tax Account Transcript.
- The student will not file and is not required to file a 2017 federal income tax return. See number 2.

2. If you did not file and are not required to file a 2017 federal income tax return, list below your employer(s) and any income received in 2017. Please submit copies of any W-2 forms or other earnings statements. **NOTE: For Independent Students, provide documentation using Form 4506-T (check box 7) found at <https://www.irs.gov/uac/about-form-4506t> dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS.**

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>
Total Amount of Income Earned from Work in 2017	\$	

**Parent(s)' 2017 Income 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.

1. Check only one box below.

- The parent(s) used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the FAFSA.
- The parent(s) is/are unable or choose(s) not to use the IRS DRT and instead will provide a copy of 2017 IRS Tax Return Transcript. (A paper copy of your parents' federal 1040 form is not acceptable documentation.) A 2017 Tax Return Transcript can be obtained online at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by calling 1-800-908-9946. Make sure to order the Tax Return Transcript and not the Tax Account Transcript.
- The parent(s) will not file and is/are not required to file a 2017 federal income tax return. See number 2.

2. If your parent(s) did not file and is/are not required to file a 2017 federal income tax return, list below your parent(s)' employer(s) and any income they received in 2017. Please submit copies of any W-2 forms or other earnings statements. **NOTE: Provide documentation using Form 4506-T (check box 7) found at <https://www.irs.gov/uac/about-form-4506t> dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS.**

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>
Total Amount of Income Earned from Work in 2017	\$	

**High School Completion Status**

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2019–2020:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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).
- 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 student who was homeschooled in a state 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.

**Identity and Statement of Educational Purpose  
(To Be Signed at the Institution)**

The student must appear in person at Western New England University 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.

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Western New England University to verify his or her identity, the student must provide to the institution:

- (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 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.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing  
(Print Student’s Name)

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 Western New England University for 2019-2020.

\_\_\_\_\_  
(Student’s Signature) (Date)

\_\_\_\_\_  
(Student’s ID Number)

**Notary’s Certificate of Acknowledgement**

State of \_\_\_\_\_

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

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary’s name)

personally appeared, \_\_\_\_\_, and provided 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 \_\_\_\_\_  
(Date)

**Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported is complete and correct. If student is dependent, the parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
Student's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Parent's Signature (required if student is dependent)\_\_\_\_\_  
Date\_\_\_\_\_  
Spouse's Signature (optional if student is independent)\_\_\_\_\_  
Date

**Return to: Western New England University  
Enrollment Services, 1215 Wilbraham Road, Springfield MA 01119-2684  
Fax: 413-796-2081 Tel: 413-796-2080  
[www1.wne.edu/Enrollment-Services](http://www1.wne.edu/Enrollment-Services)**