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Student ID number

V5 Verification Worksheet Instructions

*****All pages need to include the students name and ID number*****

Section A

- Please make sure that all information is complete and accurate.

Section B

- This section will consist of your household information, which will differ depending on whether you are a dependent student or independent student. To help you figure which you are please see below:
 - To qualify as an **Independent Student**, you will need to be able to answer yes to one of the following:
 - You are 24 years of age
 - You have dependents that you provide at least 50% or more of their financial support
 - You are married as of the date you filed the FAFSA
 - Currently ward of the court or used to be until age 18
 - Veteran or active-duty member of the U.S. Armed Forces
 - Post-baccalaureate student
 - If you **could not** answer yes to any of the above questions you are a **Dependent Student**.
 - **Dependent Student Household includes:**
 - Student
 - Parents/stepparents
 - Siblings, as long as your parents provide more than half of their financial support
 - Any other individual that lives in the household that receives more than half of their financial support from your parents.
 - If parents are divorced, only include the parent that you live with/provides 50% or more of your financial support
 - **Independent Student Household includes:**
 - Student
 - Spouse (if married)
 - Dependents that the student provides 50% or more of financial support
 - Any other individual that lives in the household that receives more than half of their financial support from the student

Section C

- This section will be clarifying how you will and/or have provided your tax and income information to the school.

Section D

- This section will be clarifying how your parents (if you are a dependent student) will and/or have provided their tax and income information to the school.

Section E

- **E-1** This information needs to **only** be provided if you selected that you did work but were not required to file taxes.
 - **If you are completing this section, you are required to include all W2's from 2019.**
- **E-2** Verification of type of tax return filed.
- **E-3** Verification of Assets.

Section G

- In this section students will need to mark which form of documentation.

Section H

- Students will need to sign and have notary confirm signature before document is submitted.
- Please make sure to provide a copy of your driver's license



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2021-2022 V5 Verification Worksheet

The Department of Education has selected your FAFSA for a review process called *verification*. In this process, the financial aid office will be verifying information from your FAFSA with this worksheet and your tax and income information from the IRS. Federal regulations require Universities to ask for this information before disbursing federal aid. If there are differences between your application and the documents you provide, your FAFSA information will need to be corrected by your Financial Aid Administrator. *This could result in a change of your federal aid eligibility and your current financial aid package.*

Please read all instructions carefully before completing this form to avoid delaying your financial aid awards.

SECTION A: STUDENT INFORMATION

Last name	First Name	Date of Birth
Address (include apt. #)	Email Address	
City	State	Zip
Phone Number (including Area code)		

SECTION B: FAMILY INFORMATION

See instructions on **page 1** on how to complete this section properly.

Make sure to fill in all blocks of information for each person in the household.

FULL NAME	AGE	RELATIONSHIP (to student)	UNIVERSITY NAME (if currently enrolled) *parents University are not to be included*	WILL BE ENROLLED in at least in 6 credit hours (yes or no)
1.		Self (student)	Bluefield University	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



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SECTION C: STUDENT/SPOUSE (IF MARRIED) INCOME INFORMATION (all applicants)

CHECK ONE APPROPRIATE BOX BELOW:

- Check here if the student filed taxes in 2019 and used the IRS DATA Retrieval Tool when FAFSA was completed.
- Check here if the student filed taxes in 2019 but did not to use the IRS Data Retrieval Tool when FAFSA was completed. You are required to provide a copy of your **2019 IRS TAX RETURN TRANSCRIPT OR A SIGNED COPY OF THE 2019 INCOME TAX RETURN AND APPLICABLE SCHEDULES**. A copy of your **2019 IRS Tax Return Transcript** may be requested from the IRS by ordering online at www.irs.gov or by calling 1-800-908-9946. (***instructions on page 5**)
- Check here if the student did not file and was not required to file taxes in 2019. If you did not file taxes in 2019, please complete the student portion of **SECTION E-1: INCOME CERTIFICATION** on the next page. If the student was employed anytime in 2019, attach a copy of the all **2019 W2 forms** even if the student was not required to file taxes in 2019.

SECTION D: PARENT’S INCOME INFORMATION (for DEPENDENT students only)

CHECK ONE APPROPRIATE BOX BELOW:

- Check here if the parent(s) filed taxes in 2019 and used the IRS DATA Retrieval Tool when FAFSA was completed.
- Check here if the parent (s) filed taxes in 2019 but did not to use the IRS Data Retrieval Tool when FAFSA was completed. You are required to provide a copy of your **2019 IRS TAX RETURN TRANSCRIPT OR A SIGNED COPY OF THE 2019 INCOME TAX RETURN AND APPLICABLE SCHEDULES**. A copy of your **2019 IRS Tax Return Transcript** may be requested from the IRS by ordering online at www.irs.gov or by calling 1-800-908-9946. (***instructions on page 5**)
- Check here if the parent(s) did not file and was not required to file taxes in 2019. If you did not file taxes in 2019, please complete the student portion of **SECTION E-1: INCOME CERTIFICATION** on the next page. If the parent was employed anytime in 2019, attach a copy of the all **2019 W2 forms** even if the parent was not required to file taxes in 2019.

SECTION E-1: INCOME CERTIFICATION

SKIP IF YOU FILED TAXES IN 2019

E-1: NON TAX FILERS: If you/your spouse/your parent(s) had any income but did not file an IRS Tax Return, you must list your income below and **attach ALL W2 forms** as supporting documentation and list your income below. You must also report any earned income paid in cash. If independent student or parent, you must include a letter of non-tax filing from the IRS to accompany this form.

- Check here if the student did not work in 2019.
- Check here if the parent did not work 2019.

	Employers/Sources of Income	Total income amount in 2019
Student’s Income		
Spouse’s Income (if married)		
Parent’s Income (if dependent)		



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Student ID number

E-2: Tax Return Verification

Student: Please indicate tax return type filed in 2019 below.

- Check here if you filed a 1040
- Did not file taxes in 2019

Parent: Please indicate tax return type filed in 2019 below.

- Check here if you filed a 1040
- Did not file taxes in 2019

E-3: Asset Verification

If you, or your parent, filed a 1040, please provide the information as of the date you filed your Free Application for Federal Student Aid (FAFSA). If you were required to provide parental information on your FAFSA you must complete both the parent and student sections. If you were married when you filed the FAFSA, include you and your spouse's information. Complete and return to the Bluefield University BC Central Office as soon as possible. Additional information or documentation may be requested.

Student/Spouse (if married) Asset Amount If the answer is zero enter "0"	Asset Type	Parent(s) Asset Amount (dependent students) If the answer is zero enter "0"
\$	Cash, Savings and Checking Accounts	\$
\$	Net worth of investment value, including real estate Trust funds, money market funds, mutual funds Certificates of deposit Stocks, stock options, bonds and other securities Qualified educational benefits or education savings accounts (529 University savings plans and the refund value of 529 prepaid tuition) Note: Do NOT include the home you live in, retirement 401(k) plans, pension funds, annuities, or non-education IRAs.	\$
\$	Net Worth of Business and/or Investment Farm Value Market value of land, buildings, machinery, equipment, inventory Note: Do NOT include the value of a small business if it has 100 or fewer full-time employees. Do NOT include the value of a family farm that you, your spouse and/or your parents live on and operate.	\$

SECTION F: SIGN THIS WORKSHEET

By signing this form, I/we certify that all the information reported is complete and correct. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student signature

Date

Spouse/Parent signature

Date

Bluefield University Financial Aid Office, 3000 College Avenue, Bluefield, VA 24605
Phone: (276) 326-4215
Fax: (276) 326-4356

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Student ID number

Section G: High School Completion Status

1. Select and provide one of the following documents that indicate the student's high school completion status when the student will begin University in 2021-2022:
- 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.
 - 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 General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam, or a state-authorized high-school equivalent certificate.
 - 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 homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for home school (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 home school (other than a high school diploma or recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school course the student completed and documents the successful completion of a secondary school education in a home school setting.
 - Copy of a military form DD214.

** If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office. **

Section H: Identity & Statement of Educational Purpose

Please complete one of the following options below based on your convenience:

1. The student must appear in person at Bluefield University to verify his or her identity by presenting valid government-issued photo identification (ID), such as, but not limited to, a driver's license, or other state-issued ID, or passport. **The institution will maintain a copy of the student's photo ID** that is annotated with the date it was received and reviewed including the name of the official at the institution authorized to collect the student's ID.

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

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I (print name) _____ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I receive will only be used for educational purposes and to pay the cost of attending Bluefield University for 2021-2022.

Student Signature _____ Date _____

Authorized BC Official _____ Date _____



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Student ID number

2. If the student is unable to appear in person at Bluefield University 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, such as but not limited to a driver's license, other state-issued ID, or passport; and
 - B. The **original** notarized Statement of Educational Purpose provided below.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I (printed 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 the cost of attending Bluefield University for 2021-2022.

Student Signature _____ Date _____

NOTARY'S CERTIFICATE OF ACKNOWLEDGMENT

State of _____ city/county of _____ on _____, Date

before me, _____ personally appeared,
Notary's Name
 _____, and provided to me on basis of satisfactory
Printed Name of Signer
 evidence of identification _____ to be the above-
Type of government-issued photo ID provided
 named person who signed the foregoing instrument.

Seal

WITNESS my hand and official seal

Notary's Signature
 My commission expires on _____
Date

IRS Tax Return Transcript Information:

*****If the transcript is for a parent, please include the names listed on the tax return*****

A **2019 IRS Tax Return Transcript** may be obtained through:

- **Online Request** – Go to www.irs.gov. Under the Tools heading on the IRS homepage, click on the “Get a tax transcript” option. You can choose between two options:
 - Get Transcript by Mail- transcripts arrive in 5 to 10 calendar days at the address on file
 - Get Transcript ONLINE – requires creation of an account with personal identifiers
- **Telephone Request** – 1-800-908-9946
- **Paper Request form** – IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2019 IRS income tax return information is available for the IRS Data Retrieval Tool or the IRS Tax Return Transcript within 2–3 weeks after the 2019 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2019 paper IRS income tax returns, the 2019 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2019 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

****Students can submit a FAFSA correction to use the IRS DRT if completed in a timely manner****

If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s)** must be provided for each.

**** Verification of 2019 Income Information for Individuals with Unusual Circumstances ****

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2019 must provide:

- The signed copy of IRS Form 1040X that was filed with the IRS; **and either of the following**
- A signed or unsigned IRS Tax Return Transcript containing information from the original tax return filed with the IRS or any other IRS tax transcript containing all income and tax information from the original tax return that is subject to verification;
- A signed copy of the tax return that was filed with the IRS or relevant tax authority; **or**
- Unchanged IRS DRT data on the Institutional Student Information record (ISIR).

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Data Base 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**
- 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.

***If you are a victim of IRS tax-related identity theft, be sure to contact the IRS Identity Protection Specialized Unit at 800-908-4490.**

Individuals Who Filed Non-IRS Income Tax Returns

An individual who filed or will file a 2019 income tax return with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government must provide:

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer’s income and tax information required to be verified for tax year 2019; or
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the 2019 income tax return(s).



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Student ID number

IRS Tax Return Transcript Information:

Extension Filers

An individual who is required to file a 2019 IRS income tax return but have not filed because they have been granted a filing extension by the IRS beyond the automatic six-month extension for the 2019 tax year. These individuals must provide:

- A copy of the IRS's approval of an extension beyond the automatic six-month extension for the tax year 2019
- Verification of nonfiling from the IRS dated on or after October 1, 2020; received or an equivalent document; and
- If self-employed, a signed statement certifying the amount of AGI and U.S. income tax paid for tax year 2019