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 reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Independent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Menlo College Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Independent Student’s Family Information

List below the people in your household. Include:
- Yourself
- Your spouse, if you are married
- Your children, if any, if you will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA for 2019–2020. Include children who meet either of these standards, even if they do not live with you.
- Other people 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 through June 30, 2019.

Include the name of every household member and the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019 and June 30, 2020. If more space is needed, attach a separate page with your name and Student ID at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martha Jones (example)</td>
<td>28</td>
<td>Wife</td>
<td>Royal Hope University</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Self</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. **Independent Student’s Income Information to Be Verified**

1. **TAX RETURN FILERS—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.

**Instructions:** Complete this section if the student (and/or spouse if married) filed or will file a 2017 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. If you have not already used the tool, go to www.FAFSA.gov, log in to your FAFSA, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS DRT to transfer 2017 IRS income tax information. Be sure to resubmit FAFSA with the imported information. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

- [ ] The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the FAFSA.
- [ ] The student has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2017 IRS income information into the FAFSA once able to.
- [ ] The student is unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school **2017 IRS tax return transcript(s).**
  
  A transcript can be ordered from the IRS online at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-908-9946. Please make sure to request the IRS Tax Return Transcript and NOT the IRS Tax Account Transcript. If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and **2017 IRS Tax Return Transcript(s) must be provided for each.**

- [ ] Check here if an IRS tax return transcript(s) is provided.
- [ ] Check here if IRS tax return transcript(s) will be submitted to your school later. **Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.**

2. **TAX RETURN NONFILERS—**Complete this section if the student (and spouse if married) will not file and are not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

- [ ] The student (and spouse if married) was not employed and had no income earned from work in 2017.
- [ ] The student (and/or spouse if married) 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 is provided. **Copies of all 2017 IRS W-2 forms issued to you and/or spouse by employers must be provided.** List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and ID at the top.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2017 Amount Earned</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rose’s Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

- [ ] Check here if confirmation of nonfiling is provided.
- [ ] Check here if confirmation of nonfiling will be provided later.
D. 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 2019–20209. You must contact the financial aid office if unable to obtain the documentation listed.

- 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-authorizerd examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorizerd 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.

Check the box that applies:

☐ The student has already submitted a final official transcript or equivalent to the Admissions Office. The financial aid administrator will use this information for the verification process.

☐ The student has not yet submitted a final official transcript or equivalent. The student’s admissions file or the verification process cannot be completed until a final official transcript or equivalent has been received.

E. Identity and Statement of Educational Purpose

This section is to be completed in the presence of a school official authorized to take a copy of your identification. This form must be signed by the official of when the documents were received.

The student must appear in person at Menlo College to verify his or her identity by presenting valid and unexpired 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 with the date it was received and the name of the official at the institution authorized to collect the student’s ID.

1. 2019-2020 IDENTIFICATION VERIFICATION RECORD

Student Identification Information:

_________________________________________     Date of Birth: ___/___/_____
First                                  MI                               Last
Current Address (if different from ID):
........................................................................................................................................
Number & Street    Apartment/Suite/Box    City    State    ZIP/Postal Code    Country
Type of Identification:

- State-Issued Driver’s License
- Passport
- Other Government Issued ID
- Other: _______________________________

Issuing State/Country: ________________________   Expiration Date: ____/___/_____

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

2. 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 Menlo College for 2019-2020.

________________________________________ ________________________
Student’s Signature     Date

________________________________________ ________________________
Authorized School Official’s Signature   Date

F. Certification and Signatures

I certify that all of the information reported on this worksheet is complete and correct. The student must sign and date this worksheet. If married, the spouse’s signature is optional.

__________________________          _______________________
Student’s Signature               Date

__________________________          _______________________
Authorized School Official’s Signature   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

__________________________          _______________________
Spouse’s Signature (optional)               Date

You should make a copy of this worksheet for your records.