

## STUDENT FINANCIAL SERVICES

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### 2016-17 Verification Worksheet - Group V5 Dependent Students

Your 2016-2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The federal law states that before awarding Federal Student Aid, we must ask you to confirm the information you and your parent(s) reported on your FAFSA. To do this, we will compare your FAFSA with the information on this institutional verification document and any supporting documents. If there are differences, your FAFSA information may need to be corrected and/or we may ask for you to submit additional documentation. **You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents and submit the form to us within fourteen business days.** If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

#### SECTION A— Student Information

Please type or print legibly using black or dark blue pen.

Alaska Pacific ID Number	Last Name	First Name	Middle Initial
Street	City	State	Zip
Main Phone (     ) -	Other Phone (     ) -	Date of Birth    ___ / ___ / ___	

#### SECTION B— Family Information

List below the people in your parent(s)' household. If more space is needed, attach a separate page with your name and Alaska Pacific ID at the top. Include:

- Yourself (the student) and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parents' other children if your parents will provide more than half of their support from July 1, 2016 through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–17. Include children who meet either of these standards even if the children do not live with your parent(s).
- Other people who now live with your parent(s) and for whom your parent(s) will provide more than half of their support from July 1, 2016 through June 30, 2017.

Also include the name of the college for any household member, excluding your parents, 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, 2016 and June 30, 2017.

Full Name	Age	Relationship	College Attending	Enrolled at Least Half Time?
		<i>Self</i>	<i>Alaska Pacific University</i>	

Student Name \_\_\_\_\_

Alaska Pacific ID: \_\_\_\_\_

**Section C – Income Information**

**STUDENT AND PARENT TAX FILING VERIFICATION**  
(ONLY COMPLETE IF YOU AND/OR YOUR PARENTS FILED 2015 TAXES)

Verification requires the collection of official 2015 IRS tax data for both you and your parent(s). You can verify this tax information by completing the below:

- Provide a 2015 **Tax Return Transcript** (this is NOT the same as a photocopy of your IRS Form 1040, 1040A, or 1040EZ). Only official IRS Tax Return Transcripts, issued directly from the IRS, are acceptable. Transcripts may be requested at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by calling 1-800-908-9946.

**STUDENT AND PARENT(S) NON-FILING TAX VERIFICATION**  
(ONLY COMPLETE IF YOU AND/OR YOUR PARENT(S) DID NOT FILE TAXES IN 2015)

Read the statements below and check the appropriate responses. **If you or your parent(s) were employed in 2015 but did not file taxes, copies of 2015 W-2 Forms from all employers are REQUIRED.**

STUDENT NON-FILER VERIFICATION	PARENT NON-FILER INCOME VERIFICATION																
<input type="checkbox"/> I was not employed and had no income earned from work in 2015.	<input type="checkbox"/> My parent(s) were not employed and had no income earned from work in 2015.																
<input type="checkbox"/> I was employed in 2015 but am not required to file (and did not file) taxes for 2015. Below are the names of all employers, the amount earned from each employer in 2015 and an attached IRS W-2 form.	<input type="checkbox"/> My parent(s) were employed in 2015 but are not required to file (and did not file) taxes for 2015. Below are the names of all their employers, the amount earned from each employer in 2015 and an attached IRS W-2 form.																
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**Section D – Child Support Paid**

**Did you or a member of your parents’ household pay child support in 2015 for a child not included in the household? (Check appropriate Box)**

- Yes (If Yes, please complete the chart below)
- No (If No, please skip to section E)

*Please indicate below, the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2015 for each child.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2015

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation.

Student Name \_\_\_\_\_ Alaska Pacific ID: \_\_\_\_\_

**Section E – SNAP Benefits Received**

Did you or a member of your parent's household receive Supplemental Nutrition Assistance Program benefits (Food Stamps) in 2014 or 2015? (Check appropriate Box)

 Yes\_\_\_\_\_  
Name of Recipient(s) No**Section F — High School Completion**

You must provide one of the following documents that indicate your (the student's) high school completion status as of when you begin college in 2016-2017.

- 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.
- 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.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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 (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 (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian
- This transcript must list the secondary school courses the student completed and include a statement that the student successfully completed a secondary school education in a homeschool setting.

**Section G – Identity & Statement of Educational Purpose**

The student must appear in person at **Alaska Pacific University's Student Financial Services** to verify his or her identity by presenting a valid government-issued photo identification (ID), such as but not limited to, a driver's license, other state-issued ID or a U.S. passport. **Alaska Pacific University** 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 collect the student's ID.

In addition, the student must sign, **in the presence of a staff member from Alaska Pacific University's Student Financial Services**, the following English or Spanish Statement (see next page):

Student Name \_\_\_\_\_ Alaska Pacific ID: \_\_\_\_\_

**Statement of Educational Purpose**

(English)

 I certify that I \_\_\_\_\_ am the individual signing this  
 (Print Name)

 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 **Alaska Pacific University** for 2016-2017.

 \_\_\_\_\_  
 (Student's Signature)

 \_\_\_\_\_  
 (Date)

**Declaración de Propósito Educativo**

(Español)

 Certifico que yo, \_\_\_\_\_, soy el individuo que firma esta Declaración de  
 [Imprimir Nombre del Estudiante]

 Finalidad Educativa y que la ayuda financiera federal estudiantil que yo pueda recibir, sólo será utilizada para fines educativos y para pagar el costo de asistir a **Universidad Alaska Pacific** para 2016-17.

 \_\_\_\_\_  
 [Firma del Estudiante]

 \_\_\_\_\_  
 [la Fecha]

**Section H — Signatures**
**Certification and Signatures:** Each person signing this form certifies all of the information reported is complete and correct. The student and one parent must sign and date the form.

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

<b>Student's Signature</b>	<b>Date</b>
<b>Parent's Signature (Required)</b>	<b>Date</b>

Submit this worksheet to Alaska Pacific University at the address indicated on pg. 1.

**FOR STAFF USE ONLY:**

Please indicate below how Verification was completed:

	<b>STUDENT VERIFICATION:</b>		<b>PARENT VERIFICATION:</b>	
<b>Tax Filer</b>	<input type="checkbox"/> IRS DRT Used	<input type="checkbox"/> Tax Transcript Provided	<input type="checkbox"/> IRS DRT Used	<input type="checkbox"/> Tax Transcript Provided
<b>Non-Filer</b>	<input type="checkbox"/> W2(s) Provided	<input type="checkbox"/> W2(s) Not Required	<input type="checkbox"/> W2(s) Provided	<input type="checkbox"/> W2(s) Not Required

 \_\_\_\_\_  
 Financial Aid Counselor Signature

 \_\_\_\_\_  
 Date