



FINANCIAL AID

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2019-2020 Verification Worksheet - Group V1 or V5

Dependent Students

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. 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 ten 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.

Last Name	First Name and Middle Initial	Last 4 digits of SSN or APU ID Number
Main Phone	Other Phone	<div style="text-align: center;"> _____ / _____ / _____ Date of Birth mm/dd/yyyy </div>

SECTION B— Family Information

List below the people in your parent(s)' household. If your biological parents are divorced, report information for the parent with whom you live. Even if you do not live with your parent(s), you must report parent(s) household information. 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, 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 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 through June 30, 2020.

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, 2019 and June 30, 2020.

Full Name	Age	Relationship to Student	Postsecondary institution attending from July 1, 2019 to June 30, 2020	Enrolled at Least Half Time?
		<i>Self</i>	<i>Alaska Pacific University</i>	

If more space is needed, attach a list of additional household members with all of the above information, and your name and ID.

SECTION C— Income Information

For both student and parent(s), complete the appropriate area below based on income and tax information:

FILED 2017 TAX RETURN
(Or required to file)

Student: <input type="checkbox"/> I filed or am required to file a 2017 tax return.	Parent: <input type="checkbox"/> My parent(s) filed or are required to file a 2017 tax return.
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Verify this tax information by submitting the documents below:

- A copy of the filed 2017 tax return **signed** by the tax filer or containing the necessary tax preparer information.
- Or,
- Provide a 2017 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 <https://www.irs.gov/individuals/get-transcript> or by calling 1-800-908-9946.

WORKED IN 2017, BUT NOT REQUIRED TO FILE A TAX RETURN

Student: <input type="checkbox"/> I was employed in 2017 but am not required to file (and did not file) taxes for 2017. Below are the names of all sources of income and employers with the amount earned from each in 2017 and attached IRS W-2 form(s).	Parent: <input type="checkbox"/> My parent(s) were employed in 2017 but are not required to file (and did not file) taxes for 2017. Below are the names of all sources of income and employers with the amount earned from each in 2017 and attached IRS W-2 form(s).																								
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Copies of 2017 W-2 forms from all employers are REQUIRED. Even though you did not file a tax return, you must also verify this tax information by submitting the documents below:

- Parents only: Provide a 2017 Verification of Non-Filing (VONF) issued directly from the IRS. This may be requested at <https://www.irs.gov/individuals/get-transcript> by choosing “Get Transcript ONLINE.” If you cannot obtain the VONF online you should request and provide a Tax Return Transcript (from the same website) or by calling 1-800-908-9946.
- If you do not have your W-2(s) you may provide a 2017 Wage and Income Transcript issued directly from the IRS. This may be requested at <https://www.irs.gov/individuals/get-transcript> by choosing “Get Transcript ONLINE.”

DID NOT WORK IN 2017
(and was not required to file a tax return)

Student: <input type="checkbox"/> I was not employed and had no income earned from work in 2017.	Parent: <input type="checkbox"/> My parent(s) were not employed and had no income earned from work in 2017.
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Even though you did not work or and did not file a tax return, you must verify this tax information by submitting the document below:

- Parents only: Provide a 2017 Verification of Non-Filing (VONF) issued directly from the IRS. This may be requested at <https://www.irs.gov/individuals/get-transcript> by choosing “Get Transcript ONLINE.” If you cannot obtain the VONF online you should request and provide a Tax Return Transcript (from the same website) or by calling 1-800-908-9946.

Section D — Signatures

Certification and Signatures: Each person signing this form 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 the form.

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

Student Signature (Required)	Date
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Parent Signature (Required)	Date
Parent email	Parent phone number

Submit this signed and dated worksheet to and supporting documents to:

Alaska Pacific University
Financial Aid
4101 University Drive
Anchorage, AK 99508

Or,
finaid@alaskapacific.edu

FOR STAFF USE ONLY:

Please indicate below how Verification was completed:

	STUDENT VERIFICATION:		PARENT VERIFICATION:	
Tax Filer	<input type="checkbox"/> IRS DRT Used	<input type="checkbox"/> Tax Transcript Provided	<input type="checkbox"/> IRS DRT Used	<input type="checkbox"/> Tax Transcript Provided
Non-Filer	<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 Representative Signature	Date
2 nd Financial Aid Representative Signature	Date