2014–2015 Verification Worksheet  

Student ID:_________________  LAST NAME:____________________________  FIRST NAME:__________________

IMPORTANT: The priority deadline for submitting this worksheet and all necessary forms is May 1, 2014. 

While we will make every effort to complete awards for all students, we cannot guarantee an award will be finished in time or that all funding will still be available for fall disbursements if documents are received later than May 1st. Students may still begin classes on time; however, the student will be responsible for all charges and any late fees that may accrue before the award is finished.

A. Child Support Paid

Complete this section if one of the parents included in the household paid child support in 2013. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2013 for each child.

If more space is needed, provide a separate page that includes the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2013</th>
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Note: You may be required to provide documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or

- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.
B. Receipt of SNAP Benefits

The parents certify that ________________________, a member of the parents’ household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2012 or 2013. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The parents’ household includes:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2014 through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014–2015. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2015.

Note: You may be required to provide documentation from the agency that issued the SNAP benefits in 2012 or 2013.

I. High School Completion Status

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2014–2015:

- 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 for homeschool (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 homeschool (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.
NOTE: It is possible during Verification and review of your documents that we will determine additional information or documents will be needed to complete the process. We will communicate any such request through your campus e-mail and post the requests on your MyCWU checklist.

We recommend that you develop the habit of checking your campus email account and your MyCWU page at least weekly for any data requests. Prompt response to any request will prevent delays in finishing your award.

Please use the list below to insure you have attached ALL required documents prior to submission. Your Verification review cannot be finished and your resulting financial aid award cannot be completed if any of these items are missing.

- **Completed 2014-2015 Verification Worksheet.** Do NOT leave any section blank. If you have nothing to report, please enter “zero” or “n/a” if not applicable.
- **Copy of your (the student’s) 2013 tax information that has been verified by the IRS.**
  We cannot accept copies of your actual tax return (1040-EZ, 1040-A, 1040 forms). You must use one of the following options to verify your tax information:
  1. Use the IRS Data Retrieval Tool on the FAFSA web site to electronically import your information into your FAFSA (see "Verification Help Sheet" for instructions); OR
  2. Request a “Tax Return Transcript” from the IRS by phone at 1-800-908-9946 or at www.irs.gov.
     Please ensure you request the correct form; a “Tax Account Transcript” does not provide enough information and will be returned. Please note that it will take a minimum of 6-10 days for the IRS to process your request.
- **Copy of your parent(s)’ and stepparent(s)’ 2013 tax information that has been verified by the IRS.**
  We cannot accept copies of their actual tax return (1040-EZ, 1040-A, 1040 forms). Please use either the IRS Data Retrieval Tool option or Tax Return Transcript option listed above.
- **Copy of your (the student’s) 2013 W-2 Wage Statements if requested.** (see your MyCWU checklist.)
- **Copy of your parent(s)’ 2013 W-2 Wage Statements if requested.** (see your MyCWU checklist.)

**Certifications and Signatures**

Each person signing below 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.

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Print Student’s Name ______________________ Student’s ID Number ______________________

Student’s Signature ______________________ Date ______________________

Parent’s Signature ______________________ Date ______________________

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Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.

Please see next page for final instructions that must be completed in-person.
Identity and Statement of Educational Purpose
(To Be Signed at the Institution)

The student must appear in person at Central Washington University- Office of Financial Aid (or an official CWU University Center) 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 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.

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

Statement of Educational Purpose

I certify that I _____________________________ am the individual signing this
(Print Student's 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 ___________________________ for 2014-2015.
(Name of Postsecondary Educational Institution)

________________________ (Student's Signature)        (Date)

________________________ (Student's ID Number)

Signed in the presence of: _______________________________________
Print Name of CWU Designee/Staff

________________________ Signature of CWU Designee/Staff
Date

Copy of original, verified photo identification attached?  ☐ Yes  ☐ No