



Verification Worksheet – Independent – 2023-2024

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Your FAFSA application was randomly selected by the federal processor for a process called "verification." The law states that before awarding Federal Student Aid we may ask you to confirm the information you (and your spouse, if applicable) reported on your FAFSA. The Financial Aid Office will compare information from your FAFSA with your and your spouse's financial documents. Peninsula College may be required to correct your FAFSA if there are differences between your FAFSA and the documents you submit for verification.

Required Steps and Instructions:

1. Complete all sections of this worksheet, including signatures, in blue or black ink. (We cannot accept pencil.) You **MUST** sign this worksheet. **Electronic signatures are not permitted.**
2. Submit this worksheet and other required documents to the Financial Aid Office via regular mail or fax, or via our secure drop box, [here](#). **Please do not send information via email; it is not secure.** Do not submit this worksheet to the U.S. Department of Education.
3. **Incomplete worksheets will not be accepted. These documents are required to complete your financial aid file and must be submitted prior to the quarterly deadline in order to be processed before the start of the quarter.**

Student Information:

Last Name	First Name	MI	SSN	SID
Email Address		Date of Birth		Phone Number

Family Information:

In the table below, include:

- Yourself
- Your spouse
- Your dependent (under age 24) children, even if they don't live with you, if you will provide more than half their support between July 1, 2023 – June 30, 2024.
- Any other financial dependents for which you will provide more than half of their support between July 1, 2023 – June 30, 2024.

List yourself first, then all household members. If any household member will be attending college at least half time in a degree or certificate program, include the name of the college. If you need more space, attach a separate page.

Full Name	Age	Relationship	If attending college from 07/01/23 – 06/30/24, college name
		Self	Peninsula College

Supplemental Nutrition Assistance Program (SNAP):

Did you or anyone in your household receive benefits from the Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps, at any time during the 2021 or 2022 calendar years? Yes No



Student Tax and Income Information for 2021:

For a faster alternative to requesting the IRS Tax Return Transcript, you can correct your FAFSA online by going to www.studentaid.gov and use the IRS Data Retrieval Tool. **Check the appropriate box below for Student AND for Spouse, if married.**

To request a 2021 Tax Return Transcript go to www.irs.gov or call 1-800-908-9946.

STUDENT (check only one box below)	
<input type="checkbox"/>	I used the IRS Data Retrieval Tool on the FAFSA. If you used the IRS Data Retrieval Tool, <i>and did not change the information</i> , you do not need to submit Tax Return Transcripts.
<input type="checkbox"/>	I filed a joint return with my spouse & used the IRS Data Retrieval Tool on the FAFSA. <u>Must provide all W-2 forms for 2021 for student & spouse.</u> (Skip "Spouse" section.)
<input type="checkbox"/>	I am attaching my 2021 IRS Tax Return Transcript . Peninsula College will only accept signed copies of tax returns if you are unable to obtain a transcript from the IRS.
<input type="checkbox"/>	I filed an amended 2021 Tax Return. If you select this option you must submit a Tax Return Transcript and a signed copy of your 1040X form.
<input type="checkbox"/>	I did not file a 2021 Tax Return and did not have earnings in 2021. <u>Must provide Verification of Non-filing Letter from IRS.</u>
<input type="checkbox"/>	I had income earned but did not file a 2021 Tax Return AND I am not required to file a Tax Return. <u>If you select this option, list your employer(s) and income earned below and attach W-2s for all earnings from 2021.</u> <u>Must provide Verification of Non-filing Letter from IRS.</u>
Employer	Earnings/Income
	\$
	\$
	\$

SPOUSE – If they filed separately or did not file	
<input type="checkbox"/>	I am attaching my spouse's 2021 IRS Tax Return Transcript . Peninsula College will only accept signed copies of tax returns if you are unable to obtain a transcript from the IRS.
<input type="checkbox"/>	My spouse filed an amended 2021 Tax Return. If you select this option you must submit a Tax Return Transcript and a signed copy of your spouse's 1040X form.
<input type="checkbox"/>	My spouse did not file a 2021 Tax Return and did not have earnings in 2021. <u>Must provide Verification of Non-filing Letter from IRS.</u>
<input type="checkbox"/>	My spouse had income earned but did not file a 2021 Tax Return AND is not required to file a Tax Return. <u>If you select this option, list your spouse's employer(s) & income earned below and attach W-2s for all earnings from 2021.</u> <u>Must provide Verification of Non-filing Letter from IRS</u>
Employer	Earnings/Income
	\$
	\$
	\$

Child Support Paid:

Complete this section if you or your spouse indicated on the FAFSA that you paid child support in 2021. If zero, write zero or "not applicable."

Please do not leave this section blank.

Name of person who paid Child Support	Name of person to whom Child Support was paid	Yearly amount paid	Name & Age of Child for whom support was paid
		\$	
		\$	
		\$	
		\$	
		\$	

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

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.



Identity and Statement of Educational Purpose - (ONLY COMPLETE SECTION A or B, NOT BOTH!)

Section A - TO BE SIGNED AT THE SCHOOL

I am appearing in person at Peninsula College to verify my identity by presenting a **valid government-issued photo ID** (driver's license, other state-issued ID, or passport). A Financial Aid or Student Services staff member will **photocopy** and maintain a copy of my photo ID.

ONLY COMPLETE SECTION A IF APPEARING IN PERSON. IF YOU ARE COMPLETING SECTION A, DO NOT COMPLETE SECTION B.

In addition, I must sign the following in the **presence** of a Financial Aid or Student Services staff person:

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 Peninsula College for 2023-2024.

Student's Signature _____ Date _____ FA or SS Staff Signature _____

Section B - TO BE SIGNED WITH NOTARY

- I am unable to appear in person at Peninsula College to verify my identity, I am providing:
 - (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.

ONLY COMPLETE SECTION B IF YOU CANNOT APPEAR AT THE SCHOOL IN PERSON. IF YOU ARE COMPLETING SECTION B, DO NOT ALSO COMPLETE SECTION A.

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 Peninsula College for 2023-2024.

Student's Signature _____ Date _____

Notary's Certificate of Acknowledgement		
State of _____	City/County of _____	On _____, before me,
		(Date)
_____ personally appeared,	_____ , and provided to me on basis of satisfactory	
(Notary's name)	(Printed name of signer)	
evidence of identification _____	to be the above-named person who signed the foregoing instrument.	
	(Type of government-issued photo ID provided)	
WITNESS my hand and official seal _____	My commission expires on _____	
(seal)	(Notary signature)	(Date)

Required Signatures:

I affirm that the information provided in this worksheet and other financial aid documents is true and correct to the best of my knowledge. I agree that I have reviewed, understand and agree to the conditions, responsibilities and obligations in order to receive financial aid for the 2023-2024 academic year as stated in the Conditions of Award and Satisfactory Academic Progress Policy, available on the Financial Aid website (www.pencol.edu/financial).

Student Name _____ Signature _____ Date _____

Spouse Name (optional) _____ Signature _____ Date _____