2015-16 INDEPENDENT VERIFICATION WORKSHEET
TRACKING GROUP V5 - AGGREGATE

Your 2015–2016 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, institutions must confirm the information reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification form and any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete, sign, and submit this institutional verification form and required documents to AMDA’s Financial Aid Office. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

I. Student Information:

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Student’s Social Security Number</th>
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<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
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</thead>
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<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
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</table>

II. Student Tax Filers (Non-filers skip to Section III) - Check the box that applies:

☐ The student has used the IRS DRT in FAFSA on the Web to transfer 2014 IRS income tax return information into the student’s FAFSA.

☐ The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.

☐ The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2014 IRS Tax Return Transcript(s).

A 2014 IRS Tax Return Transcript may be obtained through the:

• Online Request - Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click “Get Transcript of Your Tax Records.” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.”

• IRS2Go App–

Submit to: Los Angeles Financial Aid Office
6305 Yucca St., Los Angeles, CA 90028
Fax: 323-469-4823

New York Financial Aid Office
211 West 61st St., New York, NY 10023
Fax: 212-247-2784

• Telephone Request - 1-800-908-9946
• Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2014 IRS income tax returns, 2014 IRS Tax Return Transcripts must be provided for each.

____ Check here if a 2014 IRS Tax Return Transcript(s) is provided.
____ Check here if a 2014 IRS Tax Return Transcript(s) will be provided later.

III. Student Non-Tax Filers - Check the box that applies:

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2014 income tax return with the IRS.

Check the box that applies:

☐ The student and spouse were not employed and had no income earned from work in 2014.
☐ The student and/or spouse were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. [Provide copies of all 2014 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

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

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>Annual Amount Earned in 2014</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC’s Auto Body Shop (example)</td>
<td>$4,500.00</td>
<td>Yes</td>
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<tr>
<td>Total Amount of Income Earned From Work</td>
<td>$</td>
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Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

Submit to:

Los Angeles Financial Aid Office
6305 Yucca St., Los Angeles, CA 90028
Fax: 323-469-4823

New York Financial Aid Office
211 West 61st St., New York, NY 10023
Fax: 212-247-2784
IV. Number of Household Members and Number in College

Number of Household Members: List below the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2015, through June 30, 2016, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2016.

Number in College: Please include in the space below information about any household member, excluding the parent, who is, or 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, 2015, and June 30, 2016, include the name of the college.

If more space is needed, provide a separate page with the student’s name and ID number 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 (Yes or No)</th>
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<td>Self</td>
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Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.
V. Receipt of SNAP Benefits

The student certifies that a member of the student’s household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2013 or 2014. 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 student’s household includes:
- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2015, through June 30, 2016, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2016.

Note: We may require documentation from the agency that issued the SNAP benefits in 2013 or 2014 to confirm the information provided.

The student must initial box to certify the receipt of SNAP benefits.
[ ]

VI. Child Support Paid (Skip section if Child Support not paid)

The student or spouse, who is a member of the student’s household, paid child support in 2014. 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 2014 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 2014</th>
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Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:
VII. High School Completion Status

Provide one of the following documents that will indicate the student’s high school completion status when the student begins college in 2015–2016:

- 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 state certificate or transcript received by a student after the student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a 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.
- 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 in a state where state law requires the student to obtain a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student in a state where state law does not require the student to obtain a secondary school completion credential for home school (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 home school setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.
VIII. Identity and Statement of Educational Purpose

*Please note that the student must complete either number one or two below. One must be signed at the institution. Two must be notarized.*

1. **Must Be Signed at the Institution**

Please note that the student must complete either number one or two below. Number one must be signed at the institution. Two must be notarized.

The student must appear in person at ____________________________ to 
(Name of Postsecondary Educational Institution)
verify his or her identity by presenting 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 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 the institutional official, the following:

**Statement of Educational Purpose**

I certify that I ____________________________ am the individual signing
(Print Student’s Name)

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 ____________________________ for 2015-2016.
(Name of Postsecondary Educational Institution)

______________________  _____________________
(Student’s Signature)     (Date)

______________________
(Student’s ID)
2. Must Be Signed With Notary

Identity and Statement of Educational Purpose
(To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at _______________________________________
(Name of Postsecondary Educational Institution) to verify his or her identity, the student must provide:

(a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose, which is provided below, must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I ________________________________ am the individual signing
(Print Student’s Name)

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
______________________________________________ for 2015-2016.
(Name of Postsecondary Educational Institution)

______________________________      __________________
(Student’s Signature)     (Date)

______________________________
(Student’s ID Number)
IX. Certifications and Signatures

The student signing below certifies that all of the information reported is complete and correct.

________________________________________________________________________
Print Student’s Name

________________________________________________________________________
Student’s Signature

________________________________________________________________________
Date

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