

**2017-2018**

East Central College  
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### WARNING

Any person who knowingly makes a false statement or misrepresentation on this form shall be subject to a fine of up to \$20,000, sent to prison or both.

### Questions Answered

#### What is verification?

section A

#### Documentation needed

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### DEADLINES

An applicant selected for verification must complete the process no later than the last day of the student's continuous enrollment or July 30, 2018, whichever is earlier. Federal loans cannot be processed after a student's last day of enrollment or for any time period in which continuous enrollment has been broken. Verification must be completed before a loan can be processed.

# Verification Newsletter

*East Central College (636) 584-6588*

## A. What is Verification?

Verification is the process of confirming that the information reported by the student and/or parent on the FAFSA is accurate. Each year approximately 30% of student applicants nationwide are randomly selected by the Department of Education for verification. **NOTE:** Students selected for verification cannot receive financial aid until their information has been verified.

## B. What documentation is required?

In order for the Financial Aid Office at East Central College to complete your financial aid award, the verification items below are required to be submitted:

#### Dependent students:

- ✓ Verification worksheet (attached)
- ✓ **2015** Federal Tax Return Transcript (Student)
- ✓ **2015** Federal Tax Return Transcript (Parents)
- ✓ **2015** W-2s for you and your parents

#### Independent students:

- ✓ Verification worksheet (attached)
- ✓ Copy of your (and spouse's) **2015** Federal Tax Return Transcript(s)
- ✓ **2015** W-2s for you (and spouse)

Use of the IRS Data Retrieval Tool within the FAFSA voids the need to obtain the Federal Tax Return Transcripts. This is accomplished by making a correction to your FAFSA. A minimum of two weeks must have passed since your taxes were electronically filed or six weeks after mailing your tax return, for the IRS Data Retrieval Tool to have the ability to download your tax detail. You will need the EXACT mailing address used on your Tax Return to accomplish this update.

Depending on a student's circumstances other information may be required. (See section C.)

## C. Additional documentation requirements

#### Additional required information (these are dependent on each student's circumstances):

- **2015** child support documentation (received and/or paid)
- Documentation of providing more than 50% support for any person not on taxes
- Net worth of business and/or investments
- Documentation of separation or divorce
- Clarification corresponding with any verification documentation already requested
- **2015** IRS Non-Tax Filer Verification Letter and 2015 IRS Wage & Income Statement.

If any additional documentation is required and not submitted, we will notify you.

## D. Helpful Hints:

- Submit all required information. Incomplete and/or missing information will cause delays in completion of financial aid.
- W-2s submitted must equal wages on taxes (line 7 of 1040 or 1040A or line 1 of 1040EZ). **IRS tax return transcripts can be obtained at [www.irs.gov](http://www.irs.gov).**
- Complete all information on the verification worksheet. List all household members on chart.

**E. Dependent vs. Independent students**

The following questions are used by the Department of Education to determine dependency status. If you can answer “yes” to any of these questions you are considered independent. If you answer “no” to all questions you are considered dependent.

Dependency questions:

- Were you born before January 1, 1994?
- As of date you completed the FAFSA, were you married?
- At the beginning of the 2016-2017 school year, will you be working on a master’s or doctorate program (such as MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces? (contact Financial Aid office or see FAFSA instructions for definition)
- Do you have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018?
- At any time since you turned age 13, were both of your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As of the date you completed the FAFSA, are you an emancipated minor as determined by a court in your state of legal residence?
- As of the date you completed the FAFSA, are you in legal guardianship as determined by a court in your state of legal residence?
- At any time on or after July 1, 2017, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At anytime on or after July 1, 2017, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2017, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

**F. Verification worksheet instructions**

**What you should do:**

**Step 1:** Complete verification worksheet and sign it (and your parent if appropriate). Read instructions. Complete all sections.

Sign where appropriate.

**Step 2:** Attach copies of the **2015 Federal Tax Return Transcripts and W-2s**. Married students submit spouse’s forms, too. If you are dependent (based on FAFSA), submit parent’s tax information too. These can be obtained directly from the IRS at [www.irs.gov](http://www.irs.gov).

**Step 3:** Review Verification Newsletter sections C and D. Attach additional documentation requirements that correspond with your circumstance.

**Step 3:** Double-check all answers and documents submitted. Errors, leaving blanks, and missing information cause delays.

**Step 4:** Send to: East Central College, Financial Aid Office, 1964 Prairie Dell Road, Union, MO 63084 (or bring to the Financial Aid office) or fax to (636) 583-6651.

***PRIORITY DEADLINES:*** Students who submit their Financial Aid Application (FAFSA) and requested documentation on or before the following priority deadlines, and are eligible to receive benefits, will be held in class. All documents must be received by the financial aid office no later than:

<b>FALL</b>	<b>July 1<sup>st</sup></b>
<b>SPRING</b>	<b>December 1<sup>st</sup></b>
<b>SUMMER</b>	<b>May 1<sup>st</sup></b>

***AFTER PRIORITY DEADLINES:*** Students who submit their Financial Aid Application (FAFSA) after the above priority deadlines should set up a payment plan with the Business Office to insure that their classes will not be cancelled on the day fees are due. Students should allow 4-6 weeks for the processing of financial aid applications.