



Your 2016–2017 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that, before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are

differences, your FAFSA information may need to be corrected. You and the parent who completed the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to Financial Aid Services, RCF 222. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's HCC ID Number

B. Family Information

Number of Household Members: List below the people in the parents' household. Include:

- ▶ 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, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if a child does not live with the parents.
- ▶ Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2017.

Attending college at least ½ time? Include in the space below information about any household member 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, 2016, and June 30, 2017. Include the name of the college. ↓

Household Members	Relationship	Full Name	Age	Attending College at least ½ Time?	Name of College
HCC Student	Self			<input type="checkbox"/> Yes <input type="checkbox"/> No	Howard Community College
Father/Mother/ Stepparent				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
All siblings, children, or dependents who meet the criteria above. If more space is needed, attach a separate sheet.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

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.

C. Income Tax Data for 2015 Tax Files

Complete this section if the student, and/or student's parent(s) filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool at FAFSA.gov.*

Student: I did not file taxes for 2015. I used the IRS data retrieval tool. I have my 2015 Federal Tax Return Transcript.

Parent(s): My parent(s) did not file taxes for 2015. My parent(s) used the IRS data retrieval tool. I have my parent(s)' 2015 Federal Tax Return Transcript(s).

Important Notes:

- If you and/or your parent(s) filed or will file an **amended 2015 IRS tax return**, you must submit 1) a signed copy of the 1040X AND 2) a 2015 IRS Tax Return Transcript.
- If you and/or your parent(s) have requested a **filing extension**, you must submit 1) a copy of IRS Form 4868, *Application for Automatic Extension of Time to File U.S. Individual Income Tax Return*; 2) a copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2015; AND 3) copy of your W-2s or, if self-employed, a signed statement with the amount of your AGI and U.S. income taxes paid.
- A **2015 IRS Tax Return Transcript** may be obtained through:
 - 1) Online Request at www.irs.gov. Under the Tools heading, click "Get a Tax Transcript by Mail." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript" or 2) Telephone Request—1-800-908-9946 or 3) Paper Request Form—IRS Form 4506T-EZ or IRS Form 4506-T.
- An individual who was a **victim of IRS tax-related identity theft** must provide:
 - 1) A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; AND 2) A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.
- **Income tax returns for US territories and possessions:** A tax return transcript must be submitted if it is available for free from the taxing authority.
- **Income tax returns for foreign countries:** A copy of the foreign tax return must be submitted if it is available.
- **Non-tax filers in US territories and possessions or in a foreign country** must submit a copy of their Wage and Tax statement for each source of employment income for 2015 and a signed statement identifying all income and taxes for 2015.

D. ONLY for Non-Tax Filers —if you or your parent(s) did not file and were not required to file.

Check the boxes that apply for student and/or parent AND, **if employed**, complete chart below.

Student

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the student by his or her employers]. List every employer even if the employer did not issue an IRS W-2 form.

Parent

- Neither parent was employed, and neither had income earned from work in 2015.
- One or both parents were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Name of Student or Parent	Employer's Name	2015 Amount Earned	IRS W-2 Attached?

Note: We may require you to provide documentation from the IRS that indicates a 2015 IRS income tax return was not filed with the IRS.

E. Receipt of SNAP Benefits

- No member of the parents' household received SNAP benefits during 2014 or 2015.
- The parents certify that _____, a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2014 or 2015. 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).

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2014 or 2015.

F. Child Support Paid

- No member of the parents' household paid child support during 2015.
- Yes, one or both of the parents included in the household and/or the student paid child support in 2015. If yes, provide in the space 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 and ages of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2015 for each child.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Age of Child	Amount of Child Support Paid in 2015
<i>Marty Jones(example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>8</i>	<i>\$6,000</i>

Note: If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional 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.

G. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2016–2017:

- A copy of the student's 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.
- A copy of the student's final official high school transcript that shows the date of graduation.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- A copy of the student's DD 214, Member 4 copy.
- 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 student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (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.

H. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct.

The student and one parent must sign this worksheet.

_____ Date: _____
Student's Signature

_____ Date: _____
Parent's Signature

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

I. Statement of Educational Purpose and Certification of Identity

- This statement must be completed and signed in the presence of an HCC Financial Aid Representative.
- **Do not complete form in advance!**

The student must appear in person at Howard Community College’s Financial Aid Services to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, **a driver’s license, other state-issued ID, military 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 receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

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 Howard Community College for 2016-2017.

Student’s Signature

Date

Student’s HCC ID Number

Verification of Government-Issued ID	
OFFICE USE ONLY: To be completed by HCC Financial Aid Representative:	
ID Type: <input type="checkbox"/> Driver’s License <input type="checkbox"/> Non-Driving State ID <input type="checkbox"/> Passport <input type="checkbox"/> Other	
ID Number:	Expiration date:
FAA Name:	
FAA Title:	
FAA Signature:	
Date:	

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CRI: FAC16 V5D ImageNow Doc type: UG Finaid Verification FA Doc Name: V-Verification Forms Work Flow Main: FAS Document Processing Sub-queue: FAS Document Submission