

Your 2020–2021 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 worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification worksheet and submit with other required documents to the Office of Financial Aid. 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.

A. Independent Student’s Information

 Student’s Last Name First Name M.I.

 Athens State Student ID Number

 Student’s Street Address (include apt. no.)

 Student’s Date of Birth

 City State Zip Code

 Student’s Email Address

 Student’s Home Phone Number (include area code)

 Student’s Alternate or Cell Phone Number

B. Independent Student’s Family Information

List below the people in your household. Include:

- Yourself and your spouse, if married.
- Your children or spouse’s children if you or your spouse will provide **more than half of their support** from July 1, 2020, through June 30, 2021, even if the children do not live with you.
- Other people if they now live with you and you/spouse provide **more than half of their support** and will continue to provide **more than half** of their support through June 30, 2021.

Write your name on the first line and then names of all household members in the spaces below. Then, write the name of the college for any household member who will be attending **at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution** any time between July 1, 2020, and June 30, 2021. If you need more space, attach a separate page with your name and student identification at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	<i>Athens State University</i>	

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. Independent Student’s Income Information (Please read the instructions carefully)

Student Check one	1. TAX RETURN FILERS (IF YOU FILED TAXES) – If you complete this section do not complete Section 2 –	Spouse Check one																								
<input type="checkbox"/>	I have used the IRS Data Retrieval Tool to retrieve and transfer my 2018 IRS income information into the student’s FAFSA. Proceed to Untaxed Income below.	<input type="checkbox"/>																								
<input type="checkbox"/>	I have not used the IRS Data Retrieval Tool when filing the FAFSA on the web. I have attached my 2018 U.S. Tax Return Transcript to this worksheet. To request a Tax Return Transcript online or by mail from the Internal Revenue Service go online to www.irs.gov . Make sure to request the “IRS Tax Return Transcript”, not the “Tax Account Transcript”. A Paper Request Form 4506-T is available on the IRS website to request an “IRS Tax Return Transcript”. Verification cannot be completed until all tax return transcripts have been received. Proceed to Untaxed income below.	<input type="checkbox"/>																								
Student Check one	2. TAX RETURN NONFILERS (IF YOU DID NOT and WILL NOT FILE TAXES) – Only complete this section if you did not complete Section 1 –	Spouse Check one																								
<input type="checkbox"/>	Check here if you or both you and your spouse were not employed and had no income earned from work in 2018. A non-filer statement from the IRS is required. Please submit with this worksheet.	<input type="checkbox"/>																								
<input type="checkbox"/>	Check here if you and/or your spouse worked, but did not file, and were not required to file, a 2018 Federal Income Tax Return. List the name of all employers and wages received in 2018 below. Attach a separate page if needed. Copies of W2(s) ARE REQUIRED. A non-filer statement from the IRS is required. Proceed to Untaxed Income below.	<input type="checkbox"/>																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Student’s Employer (s)</th> <th style="width: 10%;">2018 Wages</th> <th style="width: 10%;">W2 Required</th> <th style="width: 33%;">Spouse’s Employer (s)</th> <th style="width: 10%;">2018 Wages</th> <th style="width: 10%;">W2 Required</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">Yes</td> <td></td> <td></td> <td style="text-align: center;">Yes</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Yes</td> <td></td> <td></td> <td style="text-align: center;">Yes</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Yes</td> <td></td> <td></td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table>	Student’s Employer (s)	2018 Wages	W2 Required	Spouse’s Employer (s)	2018 Wages	W2 Required			Yes			Yes			Yes			Yes			Yes			Yes	
Student’s Employer (s)	2018 Wages	W2 Required	Spouse’s Employer (s)	2018 Wages	W2 Required																					
		Yes			Yes																					
		Yes			Yes																					
		Yes			Yes																					

Student	2018 Untaxed Income	Spouse
\$	Payments to tax-deferred pension and retirement savings plans (paid direct or withheld from earnings) (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with codes D, E, F, G, H, and S (not DD).	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (Include cash payments and/or the cash value of benefits received. Do not include the value of on-base military housing or the value of a basic military allowance for housing).	\$
\$	Veterans’ non-education benefits received in 2018. Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances. Do not include federal veterans’ educational benefits such as: Montgomery GI Bill, Dependents Education Assistance Program, VEAP Benefits, and Post-9/11 GI Bill.	\$
\$	Other untaxed income or benefits not reported elsewhere on this form, such as workers’ compensation, disability, Black Lung Benefits, and Railroad Retirement Benefits, etc. Do not include student aid, Workforce Investment Act (WIA) educational benefits or benefits from flexible spending arrangements.	\$
\$	Money received or paid on your behalf (for bills in your name) and not reported elsewhere on this form. Include any distribution from a 529 plan that is owned by someone other than your parents (such as grandparent, aunt or uncle).	\$

D. General, Household and Tax Information Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

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

Student Signature (not computer generated)

Student’s ID Number

Spouse Signature (optional)

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school in person or via the post. We cannot accept over fax or email. You should make a copy of this worksheet for your records.

E. Identity and Statement of Educational Purpose *(To Be Signed at the Institution OR in the presence of a Notary)*

The student must appear in person at Athens State University 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 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 found below.

OR

If the student is unable to appear in person at Athens State University to verify his or her identity, the student must provide:

- (a) A copy of the unexpired & 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 must also be mailed to the institution with this form; 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 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 Athens State University for 2020–2021.

Student's Signature

Date

Student's Social Security Number

Notary's Certificate of Acknowledgement

To be used ONLY if student is not able to appear on campus

State of _____ City/County of _____

On _____, before me, _____
Date Notary's name

Personally appeared, _____, and proved to me on basis of satisfactory evidence of
Printed name of signer

identification, _____ to be the above-named person who signed the foregoing instrument.
Type of unexpired government-issued photo ID provided

WITNESS my hand and official seal:

SEAL

Notary Signature

My commission expires on _____
Date

F. High School Completion Status

Student's Last Name

First Name

M.I.

Athens State Student ID Number

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2020–2021.

Please indicate which item you have provided:

- 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 the 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.
-
- 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.
-
- If state law requires a homeschooled 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.
-
- If state law does not require a homeschooled 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 documents the successful completion of a secondary school education in a homeschool setting.
-
- A copy of the "secondary school leaving certificate" or similar document for students who completed secondary education in a foreign country.
-
- If the student is unable to obtain the documentation listed above, please indicate here and contact the financial aid office.

G. Educational Purpose and High School Completion Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

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

Student Signature (not computer generated)

Student's ID Number

Spouse Signature (optional)

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school in person or via the post. We cannot accept over fax or email. You should make a copy of this worksheet for your records.



Contact information

Location

Athens State University Main Campus

Sandridge Student Center, First Floor

300 N. Beaty Street

Athens, AL

35611

Schedule an Appointment

Visit our website, call our main line or use this link: [Office of Student Financial Aid Appointment](#)

Phone

256-233-8122

Email

finaid@athens.edu

Fax

256-233-8178

