

## 2016 – 2017 VERIFICATION POLICY

### What is verification?

Verification is the process by which certain required information on the FAFSA is reviewed for accuracy and completeness.

### How is a file selected for Verification?

Students are selected for verification for one of the following reasons:

- The Central Processing System found inconsistencies and/or potential errors in the student's FAFSA;
- Random selection;
- School selection

### What documents are required at UOG?

You will need to provide the materials listed below to the University of Guam Financial Aid Office. After the financial aid advisor reviews the FAFSA record, verification worksheet and tax information, further documentation may be requested.

#### A. VERIFICATION WORKSHEET

This worksheet is provided by the Financial Aid Office and needs to be completed and signed by you and at least one parent, if you are a dependent student for financial aid purposes. Based on your answers to questions on the worksheet, you may need to provide additional documentation. Read verification worksheet carefully to ensure that you provide all the necessary information to determine your financial aid eligibility.

#### B. 2015 FEDERAL TAX INFORMATION

Tax filers who filed their federal income tax on Guam and CNMI do not have access to the IRS Data Retrieval tool, therefore you may request for your tax return transcripts from the Department of Revenue and Taxation. For Guam tax filers, a copy of the tax return transcript request for is attached to this Verification Worksheet. You must attach copies of the tax transcript and the 2015 W2s when submitting the Verification Worksheet. For those who filed through IRS, you must attach copies of the IRS transcript with the 2015 W2s.

**Foreign Tax Return Filers.** Foreign tax return filers should submit a transcript of their return from the government through which the original tax return was filed. All figures must be converted to U.S. dollars using the exchange rate in effect as of the day the FAFSA was completed.

**The Financial Aid Office has the option to require any additional verification materials needed to verify information provided on the 2016-2017 Free Application for Federal Student Aid (FAFSA).**

**The Financial Aid Office cannot process your financial aid package until verification has been completed, so it is imperative that you provide the required documents as soon as possible.**

## **SPECIAL CIRCUMSTANCES**

### **A. JOINT TAX RETURN FOR SEPARATED, DIVORCED OR WIDOWED INDIVIDUALS**

If a filer completed a joint tax return but is now single because of a divorce, separation, or death of spouse, the W-2 forms for all income showing on the tax return transcript are required. A tax return transcript is required; the IRS Data Retrieval Tool will be insufficient in this situation.

### **B. NON-FILERS**

If a spouse or student states that they did not and will not file a tax return, but if it appears from the income the a tax return should have been filed, this is considered conflicting information. A NON FILERS Statement form must be completed. Additional documentation may be requested from Department of Revenue and Taxation to confirm that the individual did not file and was not required to file.

### **C. FILING EXTENSION**

If you have unusual circumstances that prevent you from filing your federal tax return by the April 15<sup>th</sup> deadline and you have been granted a filing extension from the IRS, alternative tax documentation may be accepted.

Along with the verification worksheet, you must submit:

- a. A copy of the IRS Form 4868 (Application for Automatic Extension of Time to file Federal Income Tax Return – automatic 6 months extension) or a copy of the IRS approval of an extension beyond the six month extension
- b. Copies of all W-2 forms

### **D. OTHER VERIFICATION ITEMS**

The FAFSA processor may select your FAFSA for additional verification items beyond those described in this document (e.g. high school completion status, identity verification). If necessary, the Financial Aid Office will request documentation from you for those items. The deadlines for all verification items described in this document are the same.

## **COMPLETING THE VERIFICATION PROCESS**

### **A. VERIFICATION DEADLINES**

If you are selected for verification, all required documentation must be completed before any federal aid is offered or disbursed or before a Federal Direct Loan will be originated. If you do not provide the required verification materials, your financial aid file will remain in an incomplete status and you will not receive financial aid. Some financial aid types have limited funding. If the funding is exhausted prior to completion of your verification, you will not receive those aid types.

The verification process must be completed before the last day of the semester to be eligible to receive the Federal Pell Grant. The financial aid office must originate all Direct Loans by the last date of enrollment and they do not originate loans until the verification process is complete.

### **B. CORRECTING FAFSA INFORMATION**

If corrections are required based on verification changes, the UOG Financial Aid Office will make the corrections by electronic communication to the federal aid processor. When the federal processor has made the corrections, the Financial Aid Office will receive an Institutional Student Information Record (ISIR). The federal processor will notify you of these corrections.

### **C. NOTIFICATION OF AWARD CHANGE**

If the verification process results in a change of a financial aid package previously offered or disbursed, you will be notified of the change via email once the verification is completed.

# 2016-2017 V1 – Standard Verification INDEPENDENT Worksheet

**Step 1: Student Information - Complete** the information below then go to **Step 2**.

Student's Full Name

Student's UOG ID Number

Mailing Address

Date of Birth

Phone

Email Address

**Step 2: Household Size - Complete** the box below then go to **Step 3**.

List all members in the household and any college or university they currently or will attend at least half time between July 1, 2016 and June 30, 2017, if they will be enrolled in a degree, diploma or certificate program. If you need more space, attach a separate page. Include:

- A. Yourself and your spouse if you have one.
- B. Your children if you will provide more than half of their support from July 1, 2016 through June 30, 2017.
- C. Include other people if they now live you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2016 through June 30, 2017.

Full Name	Age	Relationship	College
Missy Jones (example)	18	Sister	Central University
		<b>YOURSELF</b>	

**Step 3: Food Stamps – Supplemental Nutrition Assistance Program (SNAP)**

Did any person in your household receive food stamps in 2015 or 2016?

☐ No. Go to **step 4** on back.

☐ Yes. Go to **step 4** on back.

**Step 4: Child Support paid**

Did any person in your household pay child support in 2015?

☐ No. Go to **step 5** below.

☐ Yes. Complete the section below (attach additional paper if necessary) and then go to **step 5** below.

Child Support Paid		
Amount of child support paid (yearly amount for 2015)	Name of child	Name of person to whom child was paid
\$		
\$		

Amount of child support paid (yearly amount for 2015)	Name of child	Name of person to whom child was paid
\$		
\$		

Student		Spouse	
<b>Step 5: Student tax filing status</b> (choose one) <input type="checkbox"/> I have filed a 2015 federal tax return – go to <b>Step 6</b> <input type="checkbox"/> I am not required to file a 2015 tax return – go to <b>Step 7</b>		<b>Step 5: Spouse tax filing status</b> (choose one) <input type="checkbox"/> I have filed a 2015 federal tax return – go to <b>Step 6</b> <input type="checkbox"/> I am not required to file a 2015 tax return – go to <b>Step 7</b>	
<b>Step 6: Student tax data</b> (choose one) <input type="checkbox"/> I have used the IRS Data Retrieval Tool at <a href="http://www.fafsa.gov">www.fafsa.gov</a> to transfer my tax data to my 2016-17 FAFSA – go to <b>Step 9</b> <input type="checkbox"/> I have attached a tax transcript from the IRS (see enclosed instructions – go to <b>Step 9</b>		<b>Step 6: Spouse tax data</b> (choose one) <input type="checkbox"/> I have used the IRS Data Retrieval Tool at <a href="http://www.fafsa.gov">www.fafsa.gov</a> to transfer my tax data to my 2016-17 FAFSA – go to <b>Step 9</b> <input type="checkbox"/> I have attached a tax transcript from the IRS (see enclosed instructions – go to <b>Step 9</b>	
<b>Step 7: Student non-tax filers</b> (choose one) <input type="checkbox"/> I did not work in 2015 – go to <b>Step 9</b> <input type="checkbox"/> I worked in 2015 and have attached W-2 forms – go to <b>Step 8</b> <input type="checkbox"/> I worked in 2015 but did not receive W-2 forms – go to <b>Step 8</b>		<b>Step 7: Spouse non-tax filers</b> (choose one) <input type="checkbox"/> I did not work in 2015 – go to <b>Step 9</b> <input type="checkbox"/> I worked in 2015 and have attached W-2 forms – go to <b>Step 8</b> <input type="checkbox"/> I worked in 2015 but did not receive W-2 forms – go to <b>Step 8</b>	
<b>Step 8: Student income certification</b> In the box below, indicate the name of your employer(s) and amount earned in 2015 – then go to <b>Step 9</b>		<b>Step 8: Spouse income certification</b> In the box below, indicate the name of your employer(s) and amount earned in 2015 – then go to <b>Step 9</b>	
<b>Name of employer</b> (attached an additional paper if necessary)	2015 earnings	<b>Name of employer</b> (attached an additional paper if necessary)	2015 earnings

**Step 9: Certification and signatures**

By signing this worksheet, I certify that all information reported on it is complete and correct. The student must sign this worksheet or it will be returned which will result in a delay in the processing of financial aid.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's UOG ID