



2016-2017 Verification Work-Sheet (V5)

Your application was selected by the U.S. Department of Education for review in a process called "Verification". The Office of Financial Aid must compare your FAFSA with the information you provide on this worksheet and other financial documents. If there are differences between your application information and the documents you submit, your application may need to be corrected. **The Office of Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.**

Next Steps

1. Complete all sections and sign this worksheet.
2. Return the completed worksheet and all requested documents to the Office of Financial Aid: Fax: 718-405-3490
 PDF, Email: financial.aid@moutnsaintvincent.edu
 Mail: College of Mount Saint Vincent, Office of Financial Aid, 6301 Riverdale Ave, Riverdale NY 10471

A. Student Information (Please Print)

_____ Lastname	_____ First name	_____ M.I.	_____ Social Security Number or CMSV ID #
_____ Address (include apt. #)		_____ Date of Birth (mm/dd/yyyy)	
_____ City	_____ State	_____ Zip Code	_____ Phone # (include area code)

B. Family Information (Please Print)

Check the appropriate boxes below and provide the requested information and documents:

- Independent Students:** List the people that you (and your spouse) will support between July 1, 2015 and June 30, 2016. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2015 – June 30, 2016.
- Dependent Students:** List all the people in your household between July 1, 2015 and June 30, 2016. Include yourself, your parents, and your parents' other children if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents and receive, and will continue to receive, more than half their support from them between July 1, 2015 and June 30, 2016.

TURN PAGE: Write the names of all family members including **your-self**. Also write the name of the college for any family member who will be attending college at least half-time between July 1, 2015 and June 30, 2016 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page. (Parents of dependent students are not included). \



Attach Additional Sheets if necessary. Last Name, First Name, Middle Initial	Age	Relationship	College
		Self	College of Mount Saint Vincent

During 2015 was child support paid by any member of the household listed above? ____ No ____ Yes*

If yes:

Name of household member who paid support: _____ Amount of Child support paid in 2015: \$ _____

Name of person to whom child support was paid in 2015: _____

Name of Child(ren) for whom child support was paid in 2015: ** _____

Signature of member who paid child support: _____

**Child(ren) listed should not be included in the FAFSA for number in the household.

C. Tax Forms & Income Information (Please Print)

All tax filers must submit a copy of their 2015 federal tax return transcript from the IRS and copy of all W-2s.

1. Please check here if you and/or your parent(s) **successfully used the IRS Data Retrieval Tool Process.**

2. Check the box below for each person who did not and is not required to file a 2015 federal income tax return.

If employed list employer and amount earned. All W2's must be submitted.

Self

Spouse

Parent 1 (father (step))

Parent 2 (mother (step))

Name of Employer	Student Amount	Parent Amount

3. Did anyone in the household receive SNAP benefits during 2015-2016? Yes No

D. High School Completion

Provide **ONE** of the following documents that indicate the student's high school completion status:

- A copy of the **official high school transcript**. Must have the graduation date.
- A copy of the student's **GED certificate** or **GED transcript**.
- If home schooled, provide a **copy of the credential** if state law requires a home schooled student to obtain a secondary school completion other than a high school diploma or recognized equivalent.
- If home schooled and the state law does not require a home schooled student to obtain a secondary school completion credential. Provide a transcript or the equivalent signed by the students' parent or guardian that lists the secondary school courses the student completed and the documents the successful completion of a secondary school education in a homeschool setting.*

E. Identity & Statement of Educational Purpose

Students have to provide proof of his/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. You may choose option **A** or **B**.

A. You may provide the proof by bringing the original document to the Office of Financial Aid.

or

B. You may provide a copy of the valid government-issued photo identification that is acknowledged with the notary statement below.

Notary's Certificate of Acknowledgement

State of _____ City/County of _____

On (date), _____, before me (notary name), _____

personally appeared (student name) _____, and provided to me on the basis of

satisfactory evidence of identification (type of ID) _____ to the above-named person who signed the foregoing instrument.

WITNESS my hand and official

Notary Signature _____

Seal

Statement of Educational Purpose

The student must sign, in the presence of the institutional official, the following:

I certify that I _____ am the individual signing this Statement of Student's] 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 College of Mount Saint Vincent for 2016-2017.

Student Signature

Date

F. Certification

By signing this worksheet, I [we] certify that all the information reported on this worksheet is complete and correct. If dependent, *at least one parent must sign*. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature

Date

Parent Signature (dependent student) or Spouse Signature

Date

Office Use Only

Verification Completed By: _____
Authorized Signature Date