

Your application for federal student aid (FAFSA) was selected by the U.S. Department of Education for a process called verification. Please complete this worksheet entirely and return it to the Office of Financial Aid along with all required documentation. Documentation may be submitted using postal mail or fax with the contact information above, or through the student's account on the secure MyESF portal at <http://myesf.esf.edu>. Please do not e-mail any verification information.

Student Information Section

Last	First	MI	SSN – Last 4 Digits
Address			Date of Birth
City	State	ZIP	Phone Number

Number of Household Members Section

List below the people in the student's household. Include:

- The student
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019 through June 30, 2020, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides 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, 2020.

In addition to listing all household members, 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, 2019, and June 30, 2020, and include the name of the college. If more space is needed, provide a separate page with the student's name and last 4 digits of the SSN at the top.

Full Name	Age	Relationship to Student	College	Will be Enrolled at Least Half Time (Yes or No)
		Self		

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.

Student Nontax Filers Information Section

The instructions and certifications in this section apply to the student and spouse, if the student is married. **Complete this section only if the student and spouse will not file and are not required to file a 2017 federal tax return with the IRS.**

By checking one box below and signing the certification section of this worksheet, the student and spouse, if the student is married, certify that the individuals will not file and are not required to file a 2017 federal tax return.

Check one box below:

- The student and spouse were not employed and had no income from work in 2017.
- The student and/or spouse were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and last 4 digits of the SSN at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided to the Student or Spouse?	Annual Amount Earned in 2017
Total Amount of Income Earned From Work		

Documentation Required: Please provide copies of all 2017 IRS W-2 forms or equivalent that were issued to the student and spouse by the employers.

Documentation Required: Please provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority. This can best be done with a Verification of Non-Filing Letter from the IRS, which can be obtained by completing Form 4506-T with Box 7 checked. For best results, submit the completed form to the IRS as instructed and request that the letter be sent to you directly, and then submit a copy to SUNY ESF.

Student Tax Filers Information Section

The instructions and certifications in this section apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017. **Complete this section only if the student and spouse filed or will file a 2017 federal tax return.** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the web at fafsa.gov. If the student is unable or chooses not to use the IRS DRT, a 2017 IRS Tax Return Transcript or a **signed** copy of the 2017 federal tax return that was submitted to the IRS or other tax authorities must be provided.

Check on box below:

- The student **has used** the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax information into the student's FAFSA.
- The student **has not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is **unable or chooses not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2017 IRS Tax Return Transcript. **Documentation Required: If selecting this option, please provide a copy of the student's and spouse's, if married 2017 IRS Tax Return Transcript.**
- The student is **unable or chooses not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school with a **signed** copy of the 2017 federal tax return that was submitted to the IRS or other tax authority. **Documentation Required: If selecting this option, please provide a signed copy of the student's and spouse's, if married 2017 Federal Tax Return.**

A 2017 Tax Return Transcript can be obtained through:

- Web Request Transcript by Mail or Online – www.irs.gov
- Phone Request Transcript by Mail – 1-800-908-9946
- Paper Request Transcript by Mail – IRS Form 4506T-EZ or IRS Form 4506-T

High School Completion Status Section

The student must provide documentation that indicates high school completion status. If one of the items below is checked, SUNY ESF has already obtained acceptable documentation through the admissions process. If no box is checked, the student will need to provide one of the listed items. The student should contact the Office of Financial Aid to discuss other options if none of the listed items are available.

- 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 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).
- 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.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.

Identity and Statement of Educational Purpose Section

The student must appear in person at SUNY ESF 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, 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 *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 SUNY ESF for 2019-2020.

Student's Signature

Date

Student's ID Number

Signatures and Certification Section

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and spouse, if married, whose information was reported on the FAFSA must sign and date. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature**Date**

Spouse Signature**Date****Reminders:**

- Do not e-mail any verification material. You may submit using postal mail, fax, or the upload function available in the financial aid section of the student's account on the MyESF portal.
- Submit copies of all W-2 forms for any nontax filers who had income from work.
- Use the IRS DRT (if not already done) or submit copies of Tax Return Transcripts or signed copies of tax returns for all tax filers.

- **Submit Verification of Non-Filing Status if the student and spouse, if married will not and are not required to file a 2017 federal tax return.**
- **Remember that the student and spouse, if married, whose information is provided on the FAFSA must sign the verification worksheet.**