

2017-18

V-1 Verification Worksheet

Your FAFSA was selected for a process called verification. Federal Regulations require that we ask you to confirm information reported on your FAFSA before financial aid may be awarded. 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. Forms may be faxed, mailed, emailed (scanned with all required signatures), or delivered in person. **Your MyUDC account (my.udc.edu) will be our primary means of contacting you, so please monitor your account regularly.**

PLEASE READ AND COMPLETE ALL SECTIONS

A. Student Information (please print)

Student Last Name First Name M.I. UDC Student ID#

Student Email Address Daytime Phone Number

☐ **Check here if you were born before January 1, 1994, then please proceed to Section C.**

Note: If you were born after January 1, 1994, proceed to Section B.

B. Dependency Status

*If you were born **after** January 1, 1994, and **cannot** check ANY of the following boxes, you are considered a **DEPENDENT student**. Please proceed to page 2. You will be required to provide parental information and parent signature.

If you were born **after January 1, 1994, and **can** check ANY of the following boxes, please attach appropriate documentation. Inaccurate or incomplete information may result in the student having to resubmit this application and further delay the processing of your aid.

<input type="checkbox"/> I am currently or I was in legal guardianship (Provide copy of court order)	<input type="checkbox"/> I am married (Attach a copy of your marriage certificate)	<input type="checkbox"/> At the beginning of the 2017-18 school year, I will be working on a master's or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.) (This will be verified in University records)	
<input type="checkbox"/> I am serving on active duty in the U.S. Armed Forces (Attach copy of military orders)	<input type="checkbox"/> I am a veteran of the U.S. Armed Forces (Attach a copy of your DD214 which reflects release under a condition other than dishonorable)	<input type="checkbox"/> I now have or will have children for whom I will provide more than half of their support between July 1, 2017, and June 30, 2018 (Provide copies of birth certificates for all children. Upon review of your application, additional documentation may be required)	
<input type="checkbox"/> Since I turned age 13, both of my parents were deceased (Attach copies of death certificates for both parents)	<input type="checkbox"/> I was in foster care since turning age 13 (Attach copy of letter from Child Welfare Agency)	<input type="checkbox"/> I have dependents (other than children or my spouse) who live with me and I provide more than half of their support (Documentation TBD once application is reviewed)	
<input type="checkbox"/> I was a dependent or ward of the court since turning age 13 (Provide copy of court order)	<input type="checkbox"/> I am currently or I was an emancipated minor (Provide copy of court order)	<input type="checkbox"/> I am homeless (See a Financial Aid Representative)	<input type="checkbox"/> I am at risk of being homeless (See a Financial Aid Representative)

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C. Family Information

Independent Student

Independent Student household includes:

- The student;
- The student's spouse, if married, and **dependent** children, even if they do not live with you, and
- Other people, if they now live with you and you provide more than half of their support from July 1, 2017 to June 30, 2018.

Dependent Student

Dependent Student household includes:

- The student;
- The student's parent(s), including stepparent, that you last lived with even if you don't live with them now.
- Other people, if they now live in your parent's household and provide more than half of their support from July 1, 2017, to June 30, 2018 (ex: siblings, etc.).

Include the names and information for the persons in your household, according to your dependency status.

Note: If you need additional space to list your family members, please fill in the required information directly under the box below.

Full Name	Age	Relationship	College	Attending a college or university at least half-time during the 2017-2018 Academic Year (Please Circle)
		Self	UDC	Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No

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D. Income Information

Check the box below that **best** describes the status of your 2015 Federal Tax Return.

Student and/or Spouse

Parent(s) and/or Stepparent

<input type="checkbox"/>	<p>Check here if you have completed the 2015 Federal Tax Return and used the IRS Data Retrieval Tool (DRT) on your 2017-2018 FAFSA. <i>Note: As of March 2017, the IRS DRT Tool is unavailable. If you completed your FAFSA prior to March 2017 and utilized the data retrieval tool, please check this box.</i></p>	<input type="checkbox"/>																		
<input type="checkbox"/>	<p>Check here if you did not/could not use the DRT and are submitting a Federal Tax Return Transcript (attach transcripts).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Request Method</th> <th style="width: 45%;">How?</th> <th style="width: 30%;">Processing Days</th> </tr> </thead> <tbody> <tr> <td>Online (On Demand)</td> <td>www.irs.gov/transcript <i>*Be sure to request the IRS Tax Return Transcript <u>not</u> the IRS Tax Account Transcript</i></td> <td>Same Day</td> </tr> <tr> <td>Online (By Mail)</td> <td>www.irs.gov/transcript <i>*Be sure to request the IRS Tax Return Transcript <u>not</u> the IRS Tax Account Transcript</i></td> <td>5-10 Days</td> </tr> <tr> <td>Telephone</td> <td>(800) 908-9946</td> <td>5-10 Days</td> </tr> <tr> <td>Paper Request Form 4506T-EZ or 4506-T</td> <td>www.irs.gov/pub/irs-pdf/f4506tez.pdf</td> <td>10 Days</td> </tr> <tr> <td>In Person (Appointment Required)</td> <td>77 K St. NE Call 1-844-545-5640</td> <td>Received during scheduled appointment</td> </tr> </tbody> </table>	Request Method	How?	Processing Days	Online (On Demand)	www.irs.gov/transcript <i>*Be sure to request the IRS Tax Return Transcript <u>not</u> the IRS Tax Account Transcript</i>	Same Day	Online (By Mail)	www.irs.gov/transcript <i>*Be sure to request the IRS Tax Return Transcript <u>not</u> the IRS Tax Account Transcript</i>	5-10 Days	Telephone	(800) 908-9946	5-10 Days	Paper Request Form 4506T-EZ or 4506-T	www.irs.gov/pub/irs-pdf/f4506tez.pdf	10 Days	In Person (Appointment Required)	77 K St. NE Call 1-844-545-5640	Received during scheduled appointment	<input type="checkbox"/>
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<input type="checkbox"/>	<p>Check here if you have completed a 2015 Federal Tax Return as Married Filing Separately (attach both spouses' tax return transcripts).</p>	<input type="checkbox"/>																		
<input type="checkbox"/>	<p>Check here if you filed an Amended 2015 Federal Tax Return (Form 1040X) (attach both Form 1040X and your 2015 tax return transcript).</p>	<input type="checkbox"/>																		

D. Income Information (Continued)

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Student and/or Spouse

Parent(s) and/or Stepparent

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Check here if you had income, will not file and were not required to file a 2015 Federal Tax Return. **Attach copies of all 2015 W2 Form(s) and the IRS Verification of Non-filing Letter** (<https://www.irs.gov/individuals/get-transcript>).

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Check here if you had no earned income in 2015. You must attach the **IRS Verification of Non-filing Letter** (<https://www.irs.gov/individuals/get-transcript> **and** complete the section below and comments).

Please continue below

At any time in 2015 or 2016 did you, your parents (if dependent), or anyone in your household (Section C) receive benefits from any of the following sources? **If you respond no to all of the financial support items below, you must provide a statement in the comment section on the next page.**

Source of Financial Support

<u>Source of Support</u> <u>(2015 or 2016)</u>	<u>Please Circle One</u>	<u>Name of Recipient(s)</u>
SNAP	Y or N	
TANF	Y or N	
WIC	Y or N	
Social Security (SSI/SSDI)	Y or N	
Subsidized Housing	Y or N	
Free or Reduced Price School Lunch	Y or N	

Other Types of Support

<u>Source</u>	<u>Please Circle One</u>	<u>Amount/Valued Received in 2015</u>	<u>Name of Recipient(s)</u>
Cash Support	Y or N		
In-Kind* Support	Y or N		
Other: _____	Y or N		

* **In-kind support** means that you used someone else's resources as a means of living—i.e. you lived at your grandmother's house and used her utilities. **Cash support received or paid on your behalf** means that you had bills in your name but someone else either gave you the money to pay those bills or someone else paid them on your behalf.

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	<u>Comments are required if you responded no to all of the financial support items in Section D</u>	
	Comments: <hr/> <hr/> <hr/> <hr/>	

E. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Signature

Date

Parent Signature* (required if dependent)

Date

**Parent signature required only if you answered "NO" to all of the dependency status questions in Section B of this form.*

Please submit to: The UDC Office of Financial Aid

Van Ness Campus, Building 39, Suite A-133

or

***The UDC-Community College Office of Financial Aid
801 North Capitol St., NE, 3rd Floor, RM 305***

EMAIL: finaid@udc.edu

Fax: 202-274-6060

Mailing Address

**UDC-Office of Financial Aid
4200 Connecticut Ave. NW
Bldg. 39, Suite A-133
Washington, DC 20008**

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Estimated Financial Aid Review Timeline

Below you will find an estimated timeline for your file review. Please note that your MyUDC account (my.udc.edu) will be our primary means of communicating with you so please monitor your account regularly.

Document	Review Time Line*
Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov **	5 to 7 days
Third Party Aid Verification Request	3 to 5 days
Loan Adjustment Request	3 to 7 days
Satisfactory Academic Progress Appeal (SAP)	7 to 10 days
Loan Default Resolution	7 to 14 days
Special Circumstances Request	7 to 14 days
Unusual Enrollment History	7 to 14 days
Selective Service Appeal	7 to 14 days
Total and Permanent Disability (TPD) Eligibility Review	7 to 14 days
Citizenship Verification	7 to 14 days
Dependent to Independent Appeals	7 to 14 days
Parent Exclusion Request	7 to 14 days
Dependency Status Verification	10 to 21 days
Spring Financial Aid Application	10 to 21 days
Summer Financial Aid Application	10 to 21 days
V1, V4, & V6 Verification Review	Up to 4 weeks
Student Employment***	Up to 6 weeks

***Please note that during peak processing periods (Fall Semester: July through September; Spring Semester: December through February; and Summer Semester: May-June) the file review timeline may be extended.**

**Eligible students are strongly encouraged to utilize the IRS Data Retrieval Tool (DRT) when completing their FAFSA. With just a few simple steps, your tax information can be securely transferred into your FAFSA. Utilizing this tool reduces application completion time and ensures accuracy of data entered.

***Start date is dependent upon employment program type, timeliness of document submission, and other general eligibility requirements.