

1. Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states 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 verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent, if dependent, whose information was reported on the FAFSA, must complete and sign this verification document, attach any required documents, and submit the form and other required documents to the Office of Student Services. 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.
2. The instructions below apply to the student and spouse, if the student is married, or student and parents included in the parent'(s) household, if the student is a dependent.
3. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. **Unless you used the IRS Data Retrieval Tool on FAFSA on the Web, you must submit a signed copy of your 2017 Tax Return or request a copy of your 2017 IRS Tax Return Transcript from the IRS.** This may be obtained through:
  - Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
  - Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
  - Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
  - Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.
4. If you did not file taxes, please provide a copy of all 2017 IRS W-2 Forms for each source of employment income received for the tax year **AND Confirmation of Non-Filing**, (not required for dependent student), from the IRS.

**A. Student Information**

Last Name	First Name	Middle	Date of Birth
Street Address (include apt. no.)			Social Security Number
City	State	Zip Code	Email Address
Home Phone Number (include area code)			Alternate or Cell Phone Number

**B. Family Information**

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**How to determine who should be listed in the household:**

**Dependent Student**

The people in the parents' household, includes:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if the child does not live with the parents.
- Other people if they now live with the parents and the parents provide 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.

**Independent Student**

The people in the student's household, includes:

- 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.

**Number in College:** Include 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, include the name of the college. **DO NOT** include college information for parents.

**\*\*Write the names of all household members** in the spaces below **regardless of college enrollment status.**

Full Name	Age	Relationship	College Attending	Enrolled at Least Half Time (Yes or No)
		<i>SELF</i>	<i>BEVILL STATE COMMUNITY COLLEGE</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. Student's Tax Forms and Income Information (all Applicants)**

The instructions below 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.

**Check the box that applies.**

- The student and spouse (if married) filed or will file a 2017 U.S. Income Tax Return. (Refer to page 1 for instructions to obtain your **2017 Taxes.**)
- The student and spouse (if married) were not employed and had **NO** income earned from work in 2017.  
**If student is Independent, Confirmation of Non-Filing MUST be provided.**
- The student and/or spouse (if married) were employed in 2017, but are not required to file a 2017 U.S. Income Tax Return. **If student is Independent, Confirmation of Non-Filing MUST be provided AND...** List the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or equivalent document is provided. (Provide copies of all 2017 IRS W-2 forms issued to the student and spouse by their employers). 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 student's name & ID#.

Employer's Name	IRS W-2 Provided? <i>If no, please explain</i>	2017 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$4,500.00</i>
<b>Total Amount of Income Earned from Work in 2017</b>		<b>\$</b>

**D. Parent's Tax Forms and Income Information (if student is Dependent)**

The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after 12/31/2017.

**Check the box that applies.**

- The parent(s) filed or will file a 2017 U.S. Income Tax Return. (Refer to page 1 for instructions to obtain your **2017 Taxes.**)
- Neither parent was employed and had no income earned from work in 2017.  
**Confirmation of Non-Filing MUST be provided.**
- One or both parents were employed in 2017, but are not required to file a 2017 U.S. Income Tax Return. List the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. (Provide copies of all 2017 IRS W-2 forms issued to the parents by their employers). 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 student's name & ID#. **Confirmation of Non-Filing MUST be provided.**

Employer's Name	IRS W-2 Provided? <i>If no, please explain</i>	2017 Amount Earned
<i>Suzy's Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$4,500.00</i>
<b>Total Amount of Income Earned from Work in 2017</b>		<b>\$</b>

**E. Other Untaxed Income for 2017**

If any item does not apply, enter "N/A" for Not Applicable where a response is requested, or enter "0" in an area where an amount is requested.

If the student was required to provide parental information on the FAFSA, answer each question below as it applies to the student and the student's parent(s) whose information is on the FAFSA. If the student was not required to provide parental information on the FAFSA, answer each question below as it applies to the student (and the spouse, if married).

**Child Support Received**

List actual amount of any child support received in 2017 for the children in your household. **Do not include** foster care payments, adoption payments or any amount that was court-ordered but not actually paid.

Name of Adult Who Received Child Support	Name of Child For Whom Support Was Received	Annual Amount of Child Support Received in 2017
Total Amount of Child Support Received in 2017		\$

**Additional Information:**

So that we can fully understand the student's family's financial situation, please indicate if you, your parents or anyone in your parents' household, (if dependent), received benefits in 2017 or 2018 from any of the federal programs listed? Mark all that apply.

- Medicaid or Supplemental Security Income (SSI)  
 Supplemental Nutrition Assistance Program (SNAP)  
 Free or Reduced Price Lunch  
 Temporary Assistance for Needy Families (TANF)  
 Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

Comments regarding family's financial situation: \_\_\_\_\_

**F. High School Completion Status**

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2019-2020:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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.

**G. Identity and Statement of Educational Purpose (To Be Signed at Bevill State)**

The student must appear in person at Bevill State Community College 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*  
*Print Student's Name*

*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 Bevill State Community College for 2019-2020.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's ID Number*

\_\_\_\_\_  
*BSCC Official*

**H. Certifications and Signatures**

Each person signing below certifies that all the information reported is complete and correct. If student is Dependent, the student and one parent whose information was reported on the FAFSA **MUST** sign and date.

**WARNING:** If you purposely give false or misleading information, you may be fined, sent to prison, or both.

\_\_\_\_\_  
 Print Student's Name

\_\_\_\_\_  
 Student's ID#

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

**MAIL COMPLETED FORMS TO:**  
 BEVILL STATE COMMUNITY COLLEGE  
 C/O FASCPC  
 1411 INDIANA AVENUE  
 JASPER, AL 35501

**Do not mail this worksheet to the Department of Education.**

It is the policy of the Alabama Community College System, its Board of Trustees, and Bevill State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

**Complete below ONLY if you can't appear in person to sign Page 5**

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at Bevill State Community College to verify his or her identity, the student must provide to the institution:

- (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; and
- (b) The original Statement of Educational Purpose provided below, which 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*  
*Print Student's Name*  
and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Bevill State Community College for 2019-2020.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's ID Number*

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
*Date* *Notary's Name*

\_\_\_\_\_, and proved to me on basis of satisfactory evidence of identification  
*Printed Name of Signer*

\_\_\_\_\_ 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*