

## 2019-2020 VERIFICATION WORKSHEET

*Please complete this form by typing or clearly printing all information.*

Last Name	First Name	ECC ID #	Phone

Your application was selected for review in a process called "Verification." Verification is a process governed by Federal and/or State regulations and is used to ensure that the information applicants report on the *Free Application for Federal Student Aid* (FAFSA®) is accurate. In this process, Essex County College will compare information from your 2019-2020 FAFSA® with this worksheet, if applicable, copies of 2017 U.S. Federal Income Tax Transcripts, or with W-2 forms or other financial documents. Information retrieved using the Internal Revenue Service (IRS) Data Retrieval Process and not subsequently changed is considered acceptable documentation for IRS-related information, and your IRS Federal Tax Return Transcript will not be required.

The law requires us to ask for this information before awarding Federal aid. If there are differences between your application information and your financial documents, Essex County College will need to make corrections. If you do not complete this form or submit all of the required documents requested, we will not be able to complete the processing of your financial aid. Contact us if you have any questions. Please read and complete all sections below.

**Additional Questions and or documents required by HESAA to determine STATE Aid. (Enter N/A or "\$0" if not applicable- Do NOT leave BLANK)**

**Attention!** NJ State Applicant Information Request (AIR) Recipient's – It is strongly recommended that students respond directly to the State requests for additional information, ensuring processing to determine eligibility for grant and or scholarship (EOF, TAG, NJSTARS, etc.). Students may login to [www.hesaa.org](http://www.hesaa.org) to **Report Additional Information for State Aid**.

Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO	Issuing State: <input type="checkbox"/> NJ <input type="checkbox"/> OTHER	D. L. Number:
1 VA Educational Benefits received between 7-1-19 & 6-30-20	Monthly Amt: \$	# of months:
2 2017 Total Untaxed Social Security Benefits received:	Parent: \$	Student: \$
3 2017 Taxable Social Security Benefits received:	Parent: \$	Student: \$
4 Earned Income Tax Credit received:	Parent: \$	Student: \$
5 2017 Child Support received:	Parent: \$	Student: \$
6 2017 Total TANF (Welfare) Benefits:	Parent: \$	Student: \$

### SECTION 1: HOUSEHOLD INFORMATION

List the people in your household based on your dependency status as indicated below. Also write the name of the college for any household member, excluding your legal parent(s), who will be attending a degree, diploma or a certificate program in college at least half time between July 1, 2019 and June 30, 2020.

<input type="checkbox"/> <b><u>DEPENDENT STUDENTS – Include below:</u></b> <ul style="list-style-type: none"> <li>yourself, even if you don't live with your parents</li> <li>your legal parents, (biological or adoptive) regardless of the parents' marital status or gender, if your parents live together</li> <li>your legal parents other children if (a) your legal parents will provide more than half of their support between July 1, 2019 and June 30, 2020, or (b) the children could answer No to every question in Step 3 of the FAFSA®</li> <li>other people if they now live with your legal parents, if your legal parents provide more than half of their support and will continue to provide more than half of their support between July 1, 2019 and June 30, 2020.</li> </ul>	<input type="checkbox"/> <b><u>INDEPENDENT STUDENTS – Include below:</u></b> <ul style="list-style-type: none"> <li>yourself (and your spouse)</li> <li>your children, if you will provide more than half of their support between July 1, 2019 and June 30, 2020</li> <li>other people if they now live with you, if you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2019 and June 30, 2020.</li> </ul>
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#	FULL NAME (First and Last)	RELATIONSHIP	AGE	NAME OF COLLEGE
1.		SELF		ESSEX COUNTY COLLEGE
2.				
3.				
4.				
5.				

### SECTION 2: TAX FILERS MUST PROVIDE IRS TAX INFORMATION (2 OPTIONS)

If you did NOT retrieve and transfer your (and your spouse's, if married), and/or your legal parent(s)' income tax return information using the IRS Data Retrieval Process when initially completing the FAFSA® online, you can make corrections using FAFSA® website to subsequently transfer this information. If we receive a corrected FAFSA indicating that the transfer was successful, the 2017 IRS FEDERAL TAX TRANSCRIPT document request for you (and your spouse, if married) and/or your legal parent(s) will be removed. Check the status of this requirement on [mvecc.essex.edu](http://mvecc.essex.edu).

If you did not utilize the IRS Data Retrieval process to retrieve and transfer your information, you must submit a copy of your **2017 IRS FEDERAL TAX RETURN TRANSCRIPT**. To request a copy of your 2017 IRS FEDERAL TAX RETURN TRANSCRIPT from the Internal Revenue Service, call (800) 908-9946 or go to [www.irs.gov](http://www.irs.gov). If you amended your tax return after you filed, you must **also** provide a copy of the **2017 IRS FEDERAL TAX ACCOUNT TRANSCRIPT**.

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**SECTION 3: NON-TAX FILERS MUST NOT LEAVE BLANK-enter -0-and "None" if applicable**

If you, your parent(s), and/or your spouse did not file and are not required to file a 2017 U.S. Federal Income Tax Return, you must list below all employers and any income received in 2017 for you, your parent(s), and/or your spouse. If you did not file a tax return and are required to as stated in IRS Publication 17, your financial aid file will be incomplete until you file and submit a copy of your IRS Tax Transcript.

Attach copies of all 2017 W-2 forms issued to you. List every employer in "Source of Income" even if the employer did not issue an IRS W-2 form. *Attention: Copies of W-2 may be requested directly from the IRS if you misplaced your employer issued copy.*

Check the appropriate box (s) below:		2017 AMOUNT (\$)	SOURCE OF INCOME
<input type="checkbox"/>	Check here if you (the student) will not file and are not required to file a 2017 federal income tax return. Report the amount you earned and source of your 2017 income.		
<input type="checkbox"/>	Use this space to explain why you have not included a W2 Form.		
<input type="checkbox"/>	Check here if your spouse will not file and is not required to file a 2017 federal income tax return. Report the amount earned and source of 2017 income.		
<input type="checkbox"/>	Use this space to explain why you have not included a W2 Form.		
<input type="checkbox"/>	Dependent students: Check here if your parent(s) will not file and are not required to file a 2017 federal income tax return. Report the amount earned and source of 2017 income.		
<input type="checkbox"/>	Use this space to explain why you have not included a W2 Form.		

**SECTION 4: ASSETS**

Please answer the following questions about yourself and your parents if you are dependent or yourself and your spouse if you are married. You are being asked to report the asset (**net worth**) of any investment, business and/or cash, savings and checking that you and/or your parents had at the time you completed your FAFSA® because there is information in your file which conflicts with what you originally reported. **In all cases, report figures as of the date you completed your original FAFSA®. Your financial aid package will not be determined until this form is properly completed and submitted to the Office of Financial Aid. The net worth is calculated by first determining the current value of the asset and then reducing the value by any outstanding debt on the asset.** Note that if you or your parents are not sole owners, you need only to report the net worth of the share that is owned by you and/or your parents.

	Student	Parents
Net worth of your and/or your parents' real estate and investments as of the date you filed your FAFSA®		
Business and /or investment farm value		
Total amount of money you and/or your parents had in cash, savings and checking as of the date you filed your FAFSA®		

**CERTIFICATION:** By signing below, both student and parent(s) acknowledge and confirm that the above is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. If your legal parents (s) income is included on this form, the student and at least one legal parent must sign. Note: If your spouse is a non-tax filer, they must sign this verification worksheet. Physical and complete name signatures only.

STUDENT	SPOUSE (IF APPLICABLE)	PARENT (DEPENDENT STUDENTS ONLY)
Signature	Signature	Signature
Student Printed Name	Spouse Printed Name	Parent Printed Name
Date	Date	Date

**Submit this completed worksheet and all supporting documentation to the Essex County College Financial Aid Office.  
Retain a copy of the completed worksheet and all supporting documentation for your records.**