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| General Notes:   * The Department developed this table for use with the Department’s 2013–2014 Suggested Verification Text as provided as APPENDIX A to the Electronic Announcement dated January 18, 2013. * Read the information below in the context of the 2013–2014 verification information provided in the July 12, 2012 Federal Register notice and in DCL GEN-12-11. * Use by an institution of the suggested text for a particular verification item fulfills the regulatory verification requirements; however, except as noted below, institutions are not required to use the suggested text. Instead, institutions may, except for the Statement of Educational Purpose, develop and use their own text, forms, documents, statements, and certifications that are specific to the items required to be verified for a particular student or for a group of students. | | |
| **Tracking Group** | **Text Item** | **Considerations** |
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| **Tax Return Filers** | | |
| **V1 and V5** | Verification of 2012 IRS Income Tax Return Information for Student Tax Filers | The suggested text, including information about how the use of the FAFSA/IRS Data Retrieval Tool (IRS DRT), satisfies this verification requirement. |
| **V1 and V5** | Verification of 2012 IRS Income Tax Return Information for Parent Tax Filers | The suggested text, including information about how the use of the FAFSA/IRS Data Retrieval Tool (IRS DRT), satisfies this verification requirement. |
| **V1 and V5** | Verification of 2012 IRS Income Tax Return Information for Individuals with Unusual Circumstances | We present text for four separate circumstances on one page that may be helpful to your students. |
| **Nontax Return Filers** | | |
| **V1 and V5** | Verification of 2012 Income Information for Student Nontax Filers | If the student was employed in one of the U.S. territories or in a foreign country, applicable wage and tax statements should be collected. |
| **V1 and V5** | Verification of 2012 Income Information for Parent Nontax Filers | If the parent was employed in one of the U.S. territories or in a foreign country, applicable wage and tax statements should be collected. |
| **Household Members** | | |
| **V1 and V5** | Number of Household Members and Number in College  (Independent Student) | Verification of number of household members is not required if the household size included on the ISIR is “1” and the applicant is single, separated, divorced, or widowed; or the household size is “2” and the applicant is married.  Verification of the number of household members in college is not required if the number of household members enrolled at least half time in eligible postsecondary institutions is “1”. |
| **V1 and V5** | Number of Household Members and Number in College  (Dependent Student) | Verification of number of household members is not required if the household size included on the ISIR is “2” and the parent is single, separated, divorced, or widowed; or the household size is “3” and the parents are married.  Verification of the number of household members in college is not required if the number of household members enrolled at least half time in eligible postsecondary institutions is “1”. |

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| **SNAP and Child Support Paid** | | |
| **V1, V2, V4, and V5** | Receipt of SNAP Benefits  (Independent Student) | Verification of the receipt of SNAP benefits is only required if SNAP benefits were included on the student’s ISIR. |
| **V1, V2, V4, and V5** | Receipt of SNAP Benefits  (Dependent Student) | Verification of the receipt of SNAP benefits is only required if SNAP benefits were included on the student’s ISIR. |
| **V1, V3, V4, and V5** | Child Support Paid  (Independent Student) | Verification of child support paid is only required if child support was included on the student’s ISIR. |
| **V1, V3, V4, and V5** | Child Support Paid  (Dependent Student) | Verification of child support paid is only required if child support was included on the student’s ISIR. |
| **High School Completion, Identity, and Statement of Educational Purpose** | | |
| **V4 and V5** | High School Completion Status | The institution has verified high school completion status if the institution’s admissions office obtains and retains, for the Title IV required record retention period, copies of students’ high school diplomas or high school transcripts. However, the institution must ensure that the documentation is official and indicates that the student was awarded a high school diploma. |
| **V4 and V5** | Identity and Statement of Educational Purpose  (To Be Signed at Institution) | This text is intended only for students who are required to identify themselves and sign a Statement of Educational Purpose in the presence of an institutionally designated official. The institutional official to whom the student presents his or her government-issued identification must make a copy of that identification, sign and date it, and ensure that it is maintained at the institution for the required Title IV record retention period.  The text for the Statement of Educational Purpose may **NOT** be modified. |
| **V4 and V5** | Identity and Statement of Educational Purpose  (To Be Signed With Notary) | The text for the Statement of Educational Purpose may **NOT** be modified and is intended only for students who cannot execute their Statement of Educational Purpose at the institution and instead must execute it in the presence of a notary public. |
| **Certifications and Signatures** | | |
| **All Verification Tracking Groups** | Certification and Signature  (Independent Student) | Only one set of certification/signature is required on the institutional verification document, except that a separate signature is required by the student for execution of the Statement of Educational Purpose.  Also, this certification and signature is not required for the submission of signed 2012 IRS income tax returns or for **2012 IRS Tax Return Transcripts**. |
| **All Verification Tracking Groups** | Certifications and Signatures  (Dependent Student) | Only one set of certifications/signatures are required on the institutional verification document for the student and parent, except that a separate signature is required by the student for execution of the Statement of Educational Purpose.  Also, this certifications and signatures is not required for the submission of signed 2012 IRS income tax returns or for **2012 IRS Tax Return Transcripts**. |