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| General Notes:   * The Department developed this table for use with the 2018–2019 Suggested Verification Text provided as APPENDIX A to the Electronic Announcement dated August 16, 2017. * Read the information below in conjunction with the 2018–2019 verification information provided in the [May 5, 2017 Federal Register Notice](https://ifap.ed.gov/fregisters/FR050517FASFA1819.html) and in [DCL GEN-17-05](https://ifap.ed.gov/dpcletters/GEN1705.html). * Use by an institution of the suggested text for a particular verification item fulfills the regulatory verification requirements; however 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. * Institutions may have difficulty matching a parent’s IRS tax account information with the student because the last names may be different. Therefore we recommend that institutions advise students to write the student’s name on their parent’s tax information prior to submitting it to the institution. | | |
| **Tracking Group** | **Text Item** | **Notes** |
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| **Income Information for Tax Return Filers** | | |
| **V1 and V5** | Verification of 2016 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 2016 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 2016 IRS Income Tax Return Information for Individuals with Unusual Circumstances | We present suggested text for four separate circumstances on two pages that may be helpful to your students. |
| **Income Information for NonTax Filers** | | |
| **V1 and V5** | Verification of 2016 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 2016 Income Information for Parent Nontax Filers | If the parent was employed in one of the U.S. territory, commonwealth, or with a foreign central government, applicable wage and tax statements should be collected. |
| **Household Members and Number in College** | | |
| **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 student is single, separated, divorced, or widowed; or the household size is “2” and the student 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 student’s parent is single, separated, divorced, or widowed; or the household size is “3” and the student’s 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”. |
| **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 obtained and retains, for the title IV required record retention period, copies of the student’s high school diploma or high school transcript. 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) | The institutional official to whom the student presented his or her unexpired valid government-issued photo identification must make a copy of that identification, sign and date the copy.  The text for the Statement of Educational Purpose may **NOT** be modified and is intended only for students who are required to identify themselves and sign the Statement of Educational Purpose in the presence of an institutionally designated official.    Ensure the documentation is maintained at the institution for the required title IV record retention period. |
| **V4 and V5** | Identity and Statement of Educational Purpose  (To Be Signed With Notary) | The student must provide the institution with a copy of the unexpired valid government-issued photo identification that was acknowledged in the notary statement or that was presented to the notary.  The text for the Statement of Educational Purpose may **NOT** be modified and is intended only for students who cannot sign their Statement of Educational Purpose at the institution and instead must sign it in the presence of a notary public.  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.  Ensure the documentation is maintained at the institution for the required title IV record retention period. |
| **Certifications and Signatures** | | |
| **All Verification Tracking Groups** | Certification and Signature  (Independent Student) | Generally, only one 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.  However, a student’s signature is required on any subsequent verification information submitted to the institution.  A separate certification is not required for a 2016 **IRS Tax Return Transcript**, which does not require a signatureor, where allowed, for a signed copy of an actual 2016 IRS income tax return. |
| **All Verification Tracking Groups** | Certifications and Signatures  (Dependent Student) | The student and one parent must sign the institutional verification document. In addition, a separate signature is required by the student for execution of the Statement of Educational Purpose.  Any subsequent verification information submitted to the institution must be signed by the student, and if parental data is subsequently changed, a parent’s signature is also required.  A separate certification is not required for a 2016 **IRS Tax Return Transcript,** which does not require a signatureor, where allowed, for a signed copy of an actual 2016 IRS income tax return. |