



## 2018-2019 INDEPENDENT VERIFICATION INSTRUCTIONS AND PROCEDURES

Your FAFSA application has been selected for Verification. The Financial Aid Office will be comparing information from your FAFSA with the attached verification worksheets, IRS Data Retrieval or IRS Tax Transcripts, W2's and other documentation that may be required. Federal regulations require this information before awarding federal aid. If there are differences between your application information and your financial documents, the Financial Aid Office will make corrections electronically.

In some situations where there is conflicting data, the student or parent may be required to provide additional documentation. This could include 1098 forms, written explanations, proof of federal benefits, etc. If errors are found, the Financial Aid Office will make corrections to your record. Once Verification is complete, your financial aid will be finalized and you will be able to review your awards on the Vulcan Information Portal (VIP) at vip.calu.edu.

### Students should be aware:

- No financial aid (*including work study and student loans*) will be awarded to the student until Verification is complete.
  - PLEASE NOTE: New freshman and transfer students will receive an award package prior to verification being complete. This package is **ESTIMATED** and subject to change based on corrections made during the Verification process. No aid will disburse to the student's account until verification is completed.
- During peak processing periods (between April and September), allow a minimum of four weeks for the Financial Aid Office to complete verification of your record.
- Students are expected to respond to any requests from the Financial Aid Office in a timely manner in order to avoid delays in the processing of their request for financial aid for the academic year.
- Failure to complete verification prior to withdrawal from the University or by the end of the academic year (whichever comes first) may result in total forfeiture of financial aid eligibility for the academic year.

### Student Responsibilities:

- Provide requested verification documentation in a timely manner to the Financial Aid Office.
- All verification documents (i.e., verification worksheet, tax transcripts, W2's, letter of explanation) must be complete, legible and contain all appropriate signatures. If any documents are received incomplete, the Financial Aid Office will ask the student to resubmit the appropriate documents.
- All verification documents must be clearly labeled with the student's full name and Campus Wide ID (CWID).
- Provide additional documentation or a statement of explanation as requested to clarify conflicting information.

### Referral of Fraud Cases:

If it is suspected that a student or other individual has misreported information or altered documentation to fraudulently obtain federal funds, California University is required to refer these cases to the Office of the Inspector General at the U.S. Department of Education. If it is determined that you have purposely given false or misleading information, you may be fined, sent to prison, or both.

### Submit all documentation to:

California University of Pennsylvania  
Financial Aid Office  
250 University Avenue  
California, PA 15419  
Fax: 724-938-4551  
Email: [finaid@calu.edu](mailto:finaid@calu.edu)





### 2018-2019 Independent Verification Worksheet

Full Name: \_\_\_\_\_ Campus Wide ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 digits of your Social Security Number: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Parent(s) Phone Number: \_\_\_\_\_

### Family Information

1. As of the day you filed your FAFSA what was your marital status?

- Never married
- Married or Remarried
- Widowed
- Divorced
- Separated

2. Month and year you were married, remarried, divorced, separated or widowed: \_\_\_\_\_

3. How many people reside in your household? \_\_\_\_\_

4. How many people in your household will be attending college between July 1, 2018 and June 30, 2019? \_\_\_\_\_

5. List the family members who will be in college including yourself :

Name	Age	Relationship to Student	Name of College or University
_____	_____	SELF	California University of Pennsylvania
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. List **ALL** household members including yourself. Please circle yes or no if you will be providing more than 50% support between July 1, 2018 and June 30, 2019. The number of people below should match question 3, "How many people reside in your household?" *Please Note: The Financial Aid Office may require you to submit statement of support for member of the household who are not claimed on your Federal Tax Return.*

Name	Age	Relationship to Student	You are providing more than 50% support		
_____	_____	SELF	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No
_____	_____	_____	<input type="radio"/> Yes	or	<input type="radio"/> No

# Tax and Income Earned from Work

## Student Information

1. Did you have any income earned from work for 2016? Yes No  
**If yes, provide copies of all W2's from 2016 and list all employers and dollar amount from Box 1 of the W-2**

Employer	Dollar Amount Earned
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**\*\*Please Note: If total income is more than \$6,300 by Federal Law you must file a Federal Tax Return for 2016.\*\***

2. Did you file a Federal Tax Return for 2016? Yes No  
If yes, did you use IRS Data Retrieval Yes No I don't know  
*If you did not use or don't know if you used IRS Data Retrieval you must request a Federal Tax Return Transcript from the IRS. You can download your Federal Tax Return Transcript online at [www.irs.gov](http://www.irs.gov) under "Tools" select "Get Transcript for My Tax Records" or you can request one by telephone at 1-800-908-9946 select option "2." Please be aware it can take 2-4 weeks to receive a tax transcript if you order by phone.*

3. If you did not file a federal tax return for 2016 please check the box that applies to you.
- I will not and am not required to file a 2016 federal tax return because I did not work and have no income from work. **Letter of Non-Filing from the IRS required.**
  - I will not and am not required to file a 2016 federal tax return, but I have income earned from work. **Letter of Non-Filing from the IRS required.**

**Please note: If you indicated on your FAFSA "will file" or "filed," but ended up not filing a Federal Tax Return you will be required to submit a Letter of Non-Filing from the IRS.**

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## Spouse Information (If Married)

1. If married, did your spouse have any income earned from work for 2016? Yes No  
**If yes, provide copies of all your spouse's (if married) W2's from 2016 and list all employers and dollar amount from Box 1 of the W-2.**

Employer	Dollar Amount Earned
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**\*\*Please Note: If total income is more than \$10,300 as a single or \$20,600 as a couple by Federal Law you must file a Federal Tax Return for 2016.\*\***

2. If married, did your spouse file a Federal Tax Return for 2016? Yes No  
If yes, did they use IRS Data Retrieval Yes No I don't know  
*If your spouse did not use or don't know if they used IRS Data Retrieval they must request a Federal Tax Return Transcript from the IRS. They can download their Federal Tax Return Transcript online at [www.irs.gov](http://www.irs.gov) under "Tools" select "Get Transcript for My Tax Records" or they can request one by telephone at 1-800-908-9946 select option "2." Please be aware it can take 2-4 weeks to receive a tax transcript if you order by phone.*

3. If married, and your spouse did not file a federal tax return for 2016 please check the box that applies to them.
- I will not and am not required to file a 2016 federal tax return because I did not work and have no income from work. **Letter of Non-Filing from the IRS required.**
  - I will not and am not required to file a 2016 federal tax return, but I have income earned from work. **Letter of Non-Filing from the IRS required.**

**Please note: If you indicated on your FAFSA "will file" or "filed," but ended up not filing a Federal Tax Return you will be required to submit a Letter of Non-Filing from the IRS.**

Double check to make sure all sections are complete and answered correctly.

## Asset Information

You must enter a dollar amount. If you have no assets please enter zero "0". If blank, it will be considered incomplete and you will be asked to resubmit.

### Student's Asset Information:

Total of Cash, Savings, & Checking Account Balance: \$ \_\_\_\_\_

Net Worth of Investments\*: \$ \_\_\_\_\_

Net Worth of Business and/or Investment Farm\*\*: \$ \_\_\_\_\_

*\* Net worth means current value minus debt. If net worth is negative make a zero. Things to include in net worth are: real estate owned that is not where you reside, rental property, land sale contracts, trust funds, money market funds, mutual funds, certificate of deposit, stocks, stock options, bonds and other securities, education saving accounts DO NOT INCLUDE: Monies invested in a 401K or Retirement Account.\**

*\*\* Investment debt means only those debts for which the business or investment farm was used as collateral. Business or Investment Farm items to include are market value of Land, buildings, machinery, equipment, inventory, Etc. \*\**

**If you are unsure of your net worth the Financial Aid Office suggest contacting your accountant or a tax expert. You can also contact FAFSA at 1-800-433-3243.**

## Federal Benefit Programs

1. Did you or your spouse (if married) receive any federal benefits for 2016 or 2017?      Yes                      No  
**If "Yes" go to number 2 and check the box that applies, If "No" Skip question 2 and continue to next section**

2. If "Yes" you must indicate below which Federal benefits you received:

	<u>Student</u>	<u>Spouse</u>
Received Supplemental Security Income (SSI) or Medicaid:	<input type="checkbox"/>	<input type="checkbox"/>
Received Free or Reduced Lunches:	<input type="checkbox"/>	<input type="checkbox"/>
Received Temporary Assistance for Needy Families (TANF):	<input type="checkbox"/>	<input type="checkbox"/>
Received Special Supplemental Nutrition Program for Women Infants and Children (WIC):	<input type="checkbox"/>	<input type="checkbox"/>
Received Food Stamps/SNAP**:	<input type="checkbox"/>	<input type="checkbox"/>

**\*\*If you received Food Stamps/SNAP you must complete the 2018-2019 Food Stamp/SNAP Verification Worksheet and submit proof of benefits received. This form is available online at [www.calu.edu/financial-aid](http://www.calu.edu/financial-aid) and click on Forms\*\***

## Work-Study Employment

**Read each question Circle yes or no for each question. If answered "yes" you must provide a dollar amount in the space provided.**

1. Did you or your spouse (if married) have earnings from a work-study job in 2016?

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

2. If yes was the work-study position at California University of PA?

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If no, please provide name of school where the work-study wages were earned:

## 2016 Additional Financial Information

Read each question Circle yes or no for each question. If answered "yes" you must provide a dollar amount in the space provided. If married, both student and spouse must answer. Any questions not answered will be considered incomplete and the Financial Aid Office will ask you to resubmit. Some questions ask for supporting documentation, if you do not provide supporting documentation the Financial Aid Office will send a request to you to submit the supporting documents.

1. Do you or your spouse (if married) have any education credits for 2016 found on IRS Form 1040 line 50 or 1040A line 33?

**Student**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

**Spouse (if married)**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

2. Did you or your spouse (if married) **PAY** child support for 2016?

**Student**

Yes

No

If **YES** how much? **2018-2019 Child Support Paid Verification Worksheet and proof of support paid. This form can be downloaded at [www.calu.edu/financial-aid](http://www.calu.edu/financial-aid) and click on Forms \*\***

**Spouse (if married)**

Yes

No

3. Did you or your spouse (if married) have taxable student grant and scholarship aid for 2016 reported to the IRS in your adjusted gross income? This may include AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships. You can find this information on the federal tax return to the right of wages reported there would be "SCH and a dollar amount."

**Student**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

**Spouse (if married)**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

4. Did you or your spouse(if married) have combat pay or special combat pay for 2016?

**Student**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

**Spouse (if married)**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

**\*Only enter the amount that was taxable and included in your adjusted gross income. You MUST Provide the W-2 reflecting this information. Do not enter untaxed combat pay reported on the W-2 in Box 12 Code Q\***

5. Did you or your spouse (if married) for 2016 have earning from work under a Cooperative Education Program(co-op) offered by a college? A Co-op is a program that is partnership with colleges and universities that offer school-to-work transitions or service learning. In most cases you would have signed an agreement/contract as to how much your earnings would be from this program. This is NOT work-study.

**Student**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

**Spouse (if married)**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

## 2016 Untaxed Income

Read each question Circle yes or no for each question. If answered "yes" you must provide a dollar amount in the space provided. If married, both student and spouse must answer. Any questions not answered will be considered incomplete and the Financial Aid Office will ask you to resubmit. Some questions ask for supporting documentation, if you do not provide supporting documentation the Financial Aid Office will send a request to you to submit the supporting documents.

1. Did you or spouse (if married) have tax-deferred pensions or saving plans (paid directly or withheld from earnings) for 2016? This amount would be reported on the W-2 Boxes 12A through 12D - codes D, E, F, G, H and S.

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

*\*If yes, you must provide the W-2 with this information\**

2. Do you or your spouse (if married) have IRA deductions and payments reported to the IRS for 2016 to a self-employed SEP, SIMPLE, Keogh or other qualified plans? This Information can be found on your tax return, form 1040 line 28 + line 32 or form 1040A line 17.

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

3. Did you or your spouse (if married) RECIEVE child support for 2016? If "Yes" you must report **ALL** child support received for **ALL** children. **DO NOT** include payments received for foster children or from adoption payments.

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

*\*If yes you must provide proof of support received such as domestic relations statement, Pays stub, cancelled check, etc. \**

4. Do you or your spouse (if married) have tax exempt interest income reported to the IRS for 2016? This information can be found on your tax return form 1040 and 1040A line 8b.

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

5. Do you or your spouse (if married) have untaxed portions of IRS distribution for 2016 that was not a rollover? This information can be found on your tax return, form 1040 line 15A minus line 15b or form 1040A line 11a minus line 11b.

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

*\*If yes you must provide proof such as a 1098, filed tax return, etc. \**

6. Do you or your spouse (if married) have untaxed pensions for 2016 that was not a rollover? This information can be found on your tax return, form 1040 line 16A minus line 16b or form 1040A line 12a minus line 12b.

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

*\*If yes you must provide proof such as a 1098, signed filed tax return, etc. \**

Double check to make sure all sections are complete and answered correctly.

7. Did you or your spouse(if married) receive housing, food and other living allowance paid to members of the military, clergy or others for 2016? If yes include cash payments and cash value of the benefits. If military benefit **DO NOT** include the value of on-based military housing or the value of basic military allowance for housing.

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

*\*If yes provide proof of funds received such as for Clergy reported on your W2 or a contract agreement , for military this could be your Leave and Earning Statement (LES)\**

8. Did you or your spouse (if married) receive Veteran’s non-education benefits for 2016 such as disability, death benefits, Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances?

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

*\*If yes provide proof of funds received such as an Award Letter from the VA or contact your VA Office for documentation\**

9. Did you or your spouse (if married) receive any untaxed income for 2016 or have untaxed portions of a health saving account that is found on your tax return on form 1040 line 25? Examples of Untaxed Income: Worker Compensation, Disability payments that are NOT Social Security, Lump sum untaxed Cash payments, etc. Monies that are **NOT** considered income are welfare payments, Social Security Benefits, foster care benefits, student aid, welfare payments, etc.

**Student**

**Spouse (if married)**

Yes

Yes

No

No

If **YES** how much? \$ \_\_\_\_\_

If **YES** how much? \$ \_\_\_\_\_

Who Received the Untaxed Income? \_\_\_\_\_

Type of untaxed income: \_\_\_\_\_

*\*You **MUST** provide supporting documentation of monies received\**

10. Did you receive money or was money paid on your behalf for 2016? Include distributions to you from a 529 plan owned by someone other than you.

**Student**

Yes

No

If **YES** how much? \$ \_\_\_\_\_

### Certification and Signatures

By signing this worksheet, we certify that all the information is complete and correct. The student must sign. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

\_\_\_\_\_  
Print Student Name and Campus ID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date