

2021-2022 Dependent Student Verification Form (V4)



Name:	UCO ID:
Date of Birth:	Phone Number:

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the UCO Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the UCO Financial Aid Office. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

Complete all pages of this verification form and to be considered for maximum eligibility, documents required for verification should be submitted to the Financial Aid Office as soon as possible, but no later than three weeks prior to the end of the term.

High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet.

Check the box of the document you will attach to this worksheet:

- High school diploma or high school transcript including graduation date.
- Official documentation from high school counselor stating your graduation date and reason why high school diploma/transcript is unavailable.
- General Education Development (GED) Certificate.
- State certificate stating you have passed a State-authorized examination recognized as an equivalent of a high school diploma.
- Academic transcript of a successfully completed two-year program acceptable for full-credit towards a bachelor's degree.
- If you are a homeschooled student, a transcript or equivalent, signed by parent or guardian, listing secondary school courses you have completed and documentation that you have successfully completed secondary school education.
- If you are a homeschooled student, a secondary completion credential provided under state law.
- If you do not have documentation meeting any of the above requirements, seeking in associates degree or its equivalent, and excelled academically high school, you may provide documentation of the high school stating that you excelled academically in high school and documentation from your current/future post-secondary institution that you have met the formalized, written policies of admitting such students.

For Official Use Only

Documentation of Identity/Statement of Educational Purpose

In order to complete the Verification process, you will need to appear in person at your postsecondary institution and present your government issued ID (such as a driver's license, military ID, passport, etc.) and this verification worksheet to an institutionally authorized financial aid administrator. Your financial aid administrator will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date. **If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.**

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose and that
(Print Student's Name)
the federal student financial assistance I may receive will only be used for educational purposes and to pay the costs of attending __
_____ for 2021-2022.
(Name of Postsecondary Educational Institution)

Student's Signature and Date

Financial Aid Administrator Signature and Date

Notary's Certificate of Knowledge

State of _____ City/County of _____ on _____
before me, _____ personally appeared, _____
(Notary's Name) (Printed name of signer)
And provided to me on basis of satisfactory evidence of identification _____ (Type of government-issued photo ID provided)
To be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Notary Signature) (Date commission expires)

(Seal)

***Additional documentation can be requested once reviewed by your financial aid administrator due to conflicting information. Please keep this in mind when submitting verification paperwork, and awaiting its processing. ***

Certification/Signature:

The student who completed the FAFSA must sign this form. If you purposely give false or misleading information on this worksheet, you may be fined up to \$20,000, be sent to prison, or both. By signing this form, I/we certify that all the information reported to qualify for federal student aid is complete and correct.

Student Signature

Date

Parent Signature

Date

UCO Office of Student Financial Services
100 N. University Dr.
Edmond, OK 73034
Phone: 405-974-2727
osfa@uco.edu

Sensitive information, such as tax documents, and other personal identifiable information should be encrypted for protection when sent via email.

2021-2022 Additional Verification Documentation
(Please maintain a copy of pages 3-4 for your records)

Verification of 2019 Income Information for Individuals with Unusual Circumstances
Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2019 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2017;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2019;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2020;
- A copy of IRS Form W–2 for each source of employment income received for tax year 2019 and,
- If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2019.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2019 must provide:

- A **2019 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2019 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

2021-2022 Additional Verification Text Documentation

Individuals Who Filed Non-IRS Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.