

Financial Aid Document List

Document Request	More about this request and acceptable documentation:
Amended Tax Return	Required if individual amended his or her federal tax return. Submit a signed copy of the 1040x federal tax return and a copy of the IRS Tax Return Transcript.
Assets Form	This is a form that is required if the asset information on the FAFSA is submitted blank or if there is conflicting information. If requested, the Assets Form must be submitted to continue the verification process. <i>A FAFSA correction made by the student will not be sufficient.</i>
Birth Document for Dependent	Documentation of birth for a dependent child is needed if a child is listed as age zero on the Verification Worksheet. A birth certificate or a documentation of due date from the doctor's office is acceptable.
Child Support Paid	Submit documentation of child support paid during the calendar year. Acceptable documentation would be a printout from the county child support enforcement agency; OR a signed letter from the individual that support was paid to that states the amount of support paid for the entire year; OR copies of end of the year pay stub that shows pay deducted for child support for the entire year; OR cancelled checks/bank statements for the entire year. We also need to know the name(s) of the child(ren) that support was paid for and if student is providing more than 50% of their support.
Divorce Documentation	Submit court documentation, such as divorce decree (submit first pages only of divorce document). Divorce documentation may be required if there is a recent change in marital status or conflicting information.
Emancipated Minor Documentation	Must submit copy of court judgment for legal emancipation. Required when an individual reports "yes" to the emancipation question on the FAFSA. In order to be eligible to claim emancipation, a judge must legally declare emancipation <i>before the individual reached the age of majority</i> in the state of residence. If the student is still a minor, the court order must still be in effect at the time you file your FAFSA.
Food Stamp Documentation(SNAP)	Also called Supplemental Nutrition Assistance Program (SNAP). Documentation of food stamps received (SNAP) is required on a case-by-case basis. We can accept a letter from the county agency which handles the case or a copy of account history showing that you

	received food stamp benefits. You may be able to view your EBT account online.
Foreign Tax Return	For individuals who filed foreign tax returns, submit a signed copy of the foreign tax return or other information listing similar income and tax information.
High School Transcript (or equivalent)	A student should submit an official copy of high school transcript OR an official copy of GED OR documentation of homeschooling.
Homeless or Unaccompanied Youth Documentation	<p>If student answered “yes” to any of questions about homelessness on the FAFSA, documentation of the status is required. Submit a letter or documentation of homeless information from one of following:</p> <ul style="list-style-type: none"> • A high school or school district liaison • A director of an accredited HUD homeless shelter • A director of a runaway/transitional living program or homeless youth basic shelter <p>If you are not able to provide the above documentation, please contact the Financial Aid Office.</p>
Household Size	Clarification of household members is requested when the number of household members reported on the Verification Worksheet is different from the number reported on the FAFSA. Documentation required will vary.
Identity Theft Documentation	<p>Victims of IRS tax-related identity theft must submit the following to Financial Aid:</p> <ul style="list-style-type: none"> • A Tax Return DataBase View (TRDBV) transcript obtained from the IRS; and • A statement signed and dated by the tax filer(s) indicating that they were victims of IRS tax-related identity theft and that the IRS is aware of the issue. <p>Tax filers may obtain a TRDBV transcript and inform the IRS of the tax-related identity theft by calling the IRS' Identity Protection Specialized Unit at 1-800-908-4490. For IRS assistance with identity theft, click here.</p>
IRS Data Retrieval Tool	Available when completing the FAFSA. The IRS Data Retrieval Tool allows individuals who are eligible to automatically retrieve federal tax information to the FAFSA from the IRS. Use of the tool is encouraged because it may expedite the verification process. Learn more about the IRS Data Retrieval Tool.
Marital Status	Clarification of marital status is requested when conflicting information is reported on the FAFSA and other submitted documentation. Documentation

	<p>required will vary on a case-by-case basis. If requested, documentation of marital status must be submitted to continue the verification process.</p>
Orphan/Ward of Court/Foster Care Documentation	<p>If this situation applies, a student must submit documentation that they are an orphan (birth certificate, along with death certificates for both biological parents) or a copy of the court judgment for ward of court decision. Required when an individual reports “yes” to the orphan/ward of court question on the FAFSA. If you are not able to provide documentation, please contact the Financial Aid Office.</p>
Statement of Educational Purpose/Identity Form	<p>The Statement of Educational Purpose/Identity Form is a federal requirement for some students. A selected student must provide the completed Statement of Educational Purpose/Identity Form, which must be signed in the presence of a <i>notary public OR a Financial Aid Administrator</i>.</p> <p>Students must also show proof of identity and provide a government issued photo identification to the authorizing individual.</p> <p><i>(A notary public is a public official who can authorize official documents. Notaries can often be found by contacting a local bank. There may be a fee, so be sure to inquire of any fees charged for the notary service.)</i></p>
Tax Return Extension Form	<p>The tax extension form is required when an individual files an extension on his/her federal tax return. Also need: IRS Extension Form 4868, and income documents such as W-2s. More documentation may be needed depending on information reported on the Tax Extension Form.</p>
Tax Return Transcript	<p>The Tax Return Transcript is a federal form which details a federal tax return. The tax return transcript can be requested on the IRS website or by calling 1-800-908-9946. <i>Be sure to request the Tax RETURN Transcript and not the Tax ACCOUNT Transcript.</i></p>
Untaxed Income Form	<p>The Untaxed Income Form is requested when a student or parent is required to verify untaxed income.</p>
Unusual Enrollment Form	<p>Unusual Enrollment History review is required by the U.S. Department of Education if you received Federal Pell Grant funds at multiple colleges or universities during the past three years.</p>
Verification Worksheet	<p>The Verification Worksheet form that is required for student and/or parent (for dependent students) when student is selected for verification.</p>

W2

W2 forms maybe required with verification process. Be sure that the student's name and either their VIP ID or Banner ID are clearly printed on the top of all copies.