

**Federal Student Aid Programs**

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. Before awarding Federal Student aid we must confirm the information you and parent/step-parent(s) reported on your FAFSA. To verify that you provided accurate information on your FAFSA, we will compare it with the information on this worksheet and any other required documents. Additional documentation may be required if information provided for the verification process does not match information reported on your FAFSA. If it is determined that information on your FAFSA was reported incorrectly, our office must electronically correct your FAFSA before awarding.

**IMPORTANT: Required Documentation**

1. Complete and sign this Verification Worksheet
2. Review the letter from the Financial Aid Office for the complete list of required documents
3. Submit required documents to Southeast Tech’s Financial Aid Office

Southeast Tech must review the required information, under Federal financial aid program rules (CFR Title 34, Part 668).

***Take your time while completing this form. Information provided on this form should match the information provided on your 2018-19 FAFSA unless there was a mistake made while completing your FAFSA. Providing information in conflict to information on your FAFSA will require further documentation which will in turn delay your financial aid award. Failure to complete verification will prevent an award of federal student aid.***

A. Student Information				
Date of Birth	Phone Number ( )	Social Security /ID#		
First Name & Last Name	Address	City	State	Zip

**B. Family Information**

List the people in your parent/step-parent(s)' household as reported on your 2018-19 FAFSA; include:

- Yourself and your parent/step-parent(s), even if you don't live with them.
- Your parent/step-parent(s)' other children if your parent/step-parent(s) will provide **more than half** of their support from July 1, 2018 through June 30, 2019. Include children who meet this standard, even if they do not live with your parent/step-parent(s). **Do not include children for whom your parent/step-parent(s) paid child support during 2016.**
- Other people if they now live with your parent/step parent(s) and will provide more than half of their total support and will continue to provide more than half of their total support from July 1, 2018 through June 30, 2019. (Additional documentation may be required for any such individuals included)

Include the name of the college for any household member **(excluding your parent/step-parent(s))** who will be enrolled at least half time in a degree, diploma or certificate program at a postsecondary educational institution at any time from July 1, 2018 to June 30, 2019.

First Name & Last Name	Age	Relation to Student	College Attending in 2018-2019 (excluding parent/step-parents)	City College is Located In	State College is Located In
		Self	Southeast Technical Institute	Sioux Falls	SD

(If more space is needed, attach a separate page with your name and social security number at the top)

Contact the Southeast Tech Financial Aid Office for assistance: (605) 367-7867 or [financialaid@southeasttech.edu](mailto:financialaid@southeasttech.edu)

### C. Student 2016 Tax Information

Check the **ONE** box that applies for you the student with regards to your 2016 income and IRS tax return

- I was employed or self-employed and had income during 2016 and filed a tax return with the IRS. I have used the IRS Data Retrieval tool on the FAFSA to provide verified tax information. (Employer info and income **NOT** needed in space below)
- I was employed or self-employed and had income during 2016 and filed a tax return with the IRS. I have/will provide a copy of my 2016 IRS Tax Return Transcript as verified tax information. (Employer info and income **NOT** needed in space below)
- I was not employed or self-employed and had no income during 2016. I was not required to file a tax return with the IRS and do not plan to do so. (Employer info and income **NOT** needed in space below)
- I was employed or self-employed and had income during 2016 but was not required to file a tax return with the IRS. I have listed all employers and amounts earned for 2016 in the space provided below and have/will provide 2016 W2 forms from each employer listed.

Employer's Name	2016 Amount Earned	2016 W2
		<i>Must Provide Copy</i>
		<i>Must Provide Copy</i>
		<i>Must Provide Copy</i>

### D. Parent 2016 Tax Information

Check **ONE** box that applies for each parent/step-parent with regards to 2016 income and IRS tax return

#### Parent 1

- I was employed or self-employed and had income during 2016 and filed a tax return with the IRS. I have used the IRS Data Retrieval tool on the FAFSA to provide verified tax information. (Employer info and income **NOT** needed below)
- I was employed or self-employed and had income during 2016 and filed a tax return with the IRS. I will provide a copy of my 2016 IRS Tax Return Transcript as verified tax information. (Employer info and income **NOT** needed in space below)
- I was not employed or self-employed and had no income during 2016. My spouse and I filed a tax return jointly with the IRS. I have used the IRS Data Retrieval tool on the FAFSA to provide verified tax information. (Employer info and income **NOT** needed in space below)
- I was not employed or self-employed and had no income during 2016. My spouse and I filed a tax return jointly with the IRS. I have/will provide a copy of my 2016 IRS Tax Return Transcript as verified tax information. (Employer info and income **NOT** needed in space below)
- I was not employed or self-employed and had no income during 2016. I was not required to file a tax return with the IRS and do not plan to do so. (Employer info and income **NOT** needed in space below)
- I was employed or self-employed and had income during 2016 but was not required to file a tax return with the IRS. I have listed all employers and amounts earned in space provided below and will provide 2016 W2 forms from each employer.

#### Parent 2

#### Parent 1

Employer's Name	2016 Amount Earned	2016 W2
		<i>Must Provide Copy</i>
		<i>Must Provide Copy</i>
		<i>Must Provide Copy</i>

#### Parent 2

Employer's Name	2016 Amount Earned	2016 W2
		<i>Must Provide Copy</i>
		<i>Must Provide Copy</i>
		<i>Must Provide Copy</i>

**E. High School Completion Status**

Provide one of the following documents that indicate the student's high school completion status when beginning college in 2018-2019.

- A copy of the student's high school diploma
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded
- A copy of the student's General Educational Development (GED) certificate or GED transcript.

**F. Documentation of Identity/Statement of Educational Purpose**

*This section must be completed either in the presence of Financial Aid Staff or Public Notary.* In order to complete the verification process, you will need to appear in person at Southeast Technical Institute and present your government issued ID (such as a driver's license, military ID, passport) and this verification worksheet to an institutionally authorized Financial Aid staff member. The Financial Aid staff member must validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date.

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the  
(Print Student's Name)  
 federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Southeast Technical institute for 2018-2019.

\_\_\_\_\_  
 Student's Signature and Date

\_\_\_\_\_  
 Financial Aid Staff's Signature and Date

*If you cannot appear in person to submit this verification worksheet, you will need to provide a copy of your government issued photo ID and this verification worksheet notarized by a public notary.*

**Notary's Certificate of Knowledge**

State of \_\_\_\_\_ City/County of \_\_\_\_\_ on \_\_\_\_\_

before me, \_\_\_\_\_ personally appeared, \_\_\_\_\_ and provided to me on basis  
(Printed Notary's Name) (Printed Student's Name)

of satisfactory evidence of identification \_\_\_\_\_ to be the above named person who signed the foregoing instrument.  
(Type of Government Issued Photo ID Provided)

**WITNESS my hand and official seal** \_\_\_\_\_  
(Notary's Signature)

\_\_\_\_\_  
(Date Commission Expires)

**(Seal)**

**G. Certification and Signature**

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date this worksheet.

\_\_\_\_\_  
 Student's Signature Date

\_\_\_\_\_  
 Parent/Step-Parent's Signature Date