CHOWAN UNIVERSITY

Understanding the Verification Process for V5

What is verification?

Verification is a process in which the Financial Aid Office will review your household data and income to ensure that your FAFSA is accurate.

What do I need to turn in?

Please refer to your cover letter to determine what forms to submit.

In most instances, the Financial Aid Office will request copies of the following forms:

- o The enclosed Verification Worksheet
- o 2022 Federal Tax Return & all schedules for the contributors (signed)
  - ▪ Note – in cases where the contributors did not file a tax return, a Non-Filing Form must be submitted.
- o 2022 W-2's for the contributors
- o 2022 Federal Tax Return & all schedules for the student (signed) if applicable. Spousal information may be requested for married students.
  - ▪ Note – in cases where the student is considered Independent and did not file a tax return, a Non-Filing Form must be submitted.
  - ▪ In the case that a spouse did not file a tax return, a Non-Filing Form must be submitted.
- o 2022 W-2's for the student (regardless of filing status)

How can I get a copy of my tax return and/or W-2's?

- o If you filed a tax return, the FA-DDX (Future Act Direct Data Exchange) should link your tax data to the FAFSA if consent was giving when completing the FAFSA. This is the preferred method. **OR**
- o Log into your tax software such as Turbo Tax, Tax Act, etc. to retrieve a copy. **OR**
- o Contact your tax professional or accountant, H&R Block, Jackson Hewitt, etc. for a copy. **OR**
- o Request a copy online – Go to www.irs.gov. Click "Get Your Tax Record." Click "Get Transcript Online." Sign into your existing account or create your account with *ID.me*. Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication. **OR**
- o Request mailed copy – Go to www.irs.gov, click "Get your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account transcript." The transcript is generally received within 10 business days. **OR**
- o Automated Telephone Request – 1-800-908-9946. Transcripts are generally received within 10 business days from receipt of request.

How do I turn in my documents?

All documents can be uploaded securely through the student's financial aid portal (NetPartner). Students create an account using their Chowan Student ID Number (found on their letter). Create an account today at **netpartner.chowan.edu**.
You can send pictures, word, and pdf documents through NetPartner.

Uploading Instructions:
- o Log in at **netpartner.chowan.edu**.
- o Click Menu from the top left.
- o Choose View Your Documents
- o Find the corresponding documents and click the Upload it Now! Link
- o Find the files on your phone, computer, or tablet, and upload.

As an alternative, you can also fax documents to us at 252-398-6513. Please remove all Personally Identifiable Information such as social security numbers, and date of birth prior to sending. **Please return all forms as quickly as possible, preferably within 14 days.**

What happens next?

Once all documents are submitted, the Financial Aid Office will review the forms. If the FAFSA needs to be corrected, the office will make corrections on your behalf. After all final corrections are made, the student should not make any other changes to the FAFSA for household or tax data. It is okay to change the schools, address, phone, etc. Corrections to the FAFSA normally take about 5-7 days. Once the correction is processed, the Financial Aid Office will review the students file to prepare an award package.

What if I have questions or need help?

Students and contributors can call the Financial Aid Office at 252-398-6535 for assistance.
The office can also be reached by email at finaid@chowan.edu.

2024-2025 Verification V5 Worksheet

Please complete the requested information below. If you have any questions, please call our office at 252-398-6535.

A. Student Information

Name:	SSN: XXX-XX-_____
Date of Birth:	Phone #:

B. Dependency Status Information:

Are you, the student, married? If yes, complete the section below. If no, skip to step C.

Spouse Full Name	Age	Relationship to Student	College/University in 24-25
		spouse	

C. Contributor Information – if the student is not married, complete the information here.

Full Name	Age	Relationship to Student	Marital Status
			☐ Single – Never Married ☐ Married – Date _____ ☐ Divorced – Date _____ ☐ Separated – Date _____ ☐ Remarried – Date _____ ☐ Living together, but not married

D. Household Information:

If more space is needed, continue this table on a separate page with the student's name and last four of the SSN at the top.

Dependent students are required to list the people in your contributor's household, excluding foster children. Include: 1. any siblings residing in the home, and 2. anyone else residing in the home, if your contributor will provide more than half of their support from 7/1/24 through 6/30/25.	**Independent students are not** required to provide contributor information. List the people in your household, excluding foster children. Include: 1. your children which you provide more than half of their support, and 2. other people if you will provide more than half of their support from 7/1/24 through 6/30/25.

Full Name	Age	Relationship to Student	College/University in 24-25

E. Tax Forms:

Student Information

Check One	Tax Filing Status	Required Documents
	I filed a 2022 Federal Tax Return	Signed Copy of your signed 2022 Federal Tax Return and provide your 2022 W-2's
	I worked, but did not file a 2022 Federal Tax Return	Complete Step F & Provide all W-2's **Independent Students** - provide a Non-Tax Filing Letter
	I did not work or have income	**Dependent Students** – no information needed **Independent Students** – provide Non-Tax Filing Letter
	If you are married, and your spouse did not file a tax return	Complete Step F and Spouse provides a Non-Tax Filing Letter

Contributor Information

Check One	Tax Filing Status	Required Documents
	I/We filed a 2022 Federal Tax Return	Signed Copy of your signed 2022 Federal Tax Return and provide your 2022 W-2's
	I/we worked but did not file a 2022 Federal Tax Return	Complete Step F & Provide all W-2's And a Non-Tax Filing Letter
	I/we did not work or have income	Submit a Non-Tax Filing Letter
	If you are married and your spouse did not file a tax return	Complete Step F and Spouse submits a Non-Tax Filing Letter.

Student Name: _____   SSN: xxx-xx- _____

F.   Income Table:
You are required to attach copies of all 2022 IRS W-2 forms issued to the student, spouse (for independent students) and Contributors (for dependent students) if not filing a federal tax return. List every employer even if they did not issue an IRS W-2 form.

Use the additional spaces provided if you had more than one job.	Employer's Name – attach additional pages if needed	2022 Amount Earned	Was a W-2 Issued?
You (student)			
You (student)			
Spouse (of Student)			
Spouse (of Student)			
Contributor # 1 (if listed in Section C)			
Contributor # 1 (if listed in Section C)			
Contributor # 2 (if listed in Section C)			
Contributor # 2 (if listed in Section C)			

G.   Assets
Below, provide the assets as of **today's** date for each applicable column.

Person	Cash, Savings and Checking *Do not include financial aid*	Net Investments, including real estate – (Real estate, stocks, bonds, CDs, etc.) *Do not include the home in which your contributor(s) live, retirement plans 401-K plans, pension funds, annuities*	Net Business Worth or investment farms *Do not include a family farm or business with less than 100 or fewer full-time employees*
You (student)			
Spouse (if applicable)			
Contributor # 1 (if dependent & listed in Section C)			
Contributor # 2 (if dependent & listed in Section C)			

H.   Untaxed Income
Provide any additional untaxed income. **Please list the amount received for 2022. List '0' if necessary.**

	Student/Spouse	Parent(s)
Payments to tax deferred pension and savings plans (paid directly or withheld from earnings.)	$	$
Child support received for all children. Do not include foster or adoption payments.	$	$
Child support paid for all children.	$	$
Housing, food, and other living allowances paid to members of the clergy or others.	$	$
Veteran non-education benefits such as Disability, Death Pension, or Dependency & Indemnity. Compensation (DI) and/or VA Educational Work-Study Allowances.	$	$
Other – please list _____	$	$

In special cases of challenging economic times - layoffs and wage/hour reductions, income loss for student and/or contributor(s), costly out of pocket medical situations, etc., the office may be able to process a Reconsideration of Financial Status. Please send an email to **finaid@chowan.edu**.

I.   Certification - P*lease return this information within the next 14 days.*
By signing this worksheet, I (we) certify that all information reported is complete and correct**.** Failure to complete verification will render the student ineligible for need-based aid, including loans, for that academic year.

Student Signature: _____   Date: _____

Contributor Signature: _____   Date: _____

For your security, we request that you do not send any Personally Identifiable Information (PII) via email or attachments. This may include social security numbers, dates of birth, and other information.

Priority Dates	
Returning Students	**New Students**
April 30, 2024	April 30, 2024

**THIS <u>ORIGINAL</u> FORM MUST BE RETURNED TO THE FINANCIAL AID OFFICE.
COPIES CANNOT BE ACCEPTED.**

Student Name: _____   SSN: xxx-xx- _____

J. Identity and Statement of Educational Purpose

The student must appear in person at Chowan University to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

<div align="center">

Identity and Statement of Educational Purpose
(To Be Signed in the Presence of a Notary)

</div>

If the student is unable to appear in person at Chowan University to verify his or her identity, the student must provide to the institution:

- A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

- The original Statement of Educational Purpose provided below, which must be notarized. 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.

<div align="center">

Statement of Educational Purpose

</div>

I certify that I _____ am the individual signing this Statement of Educational Purpose
                        (Print Student's Name)
and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Chowan University for 2024-2025.

_____   _____   _____

 (Student's Signature)   (Date)   (Student's ID Number)

<div align="center">

Sample of a Notary's Certificate of Acknowledgement
Notary's certification may vary by State

</div>

State of _____

City/County of _____

On_____, before me, _____, personally appeared, _____,
          (Date)   (Notary's name)   (Printed name of signer)
and proved to me because of satisfactory evidence of identification _____, to be the above-named person
                                          (Type of unexpired government-issued photo ID provided)
who signed the foregoing instrument.

WITNESS my hand and official seal   _____
         (seal)   (Notary Signature)

My commission expires on _____ (Date)

<div align="center">

Return to: Chowan University - Financial Aid Office – One University Place – Murfreesboro, NC 27855
Phone: 252-398-6535 – Fax: 252-398-6513 – Email: finaid@chowan.edu

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