



# 2023-2024 Custom Verification Group Worksheet

(For both Dependent and Independent Students)

# V5

**Instructions on how to complete this worksheet are located on the last page.**

*Do not mail this worksheet to the U.S. Department of Education!  
Submit this worksheet and all other required documents to Goldey-Beacom College using one of the below methods:*

- 1. Mail to the Financial Aid Office.*
- 2. Fax to the Financial Aid Office at 302-985-5533*
- 3. Submit electronically via your Financial Aid portal on Campus Web.*

**DO NOT LEAVE BLANK- READ AND COMPLETE ALL SECTIONS!**

## 1. Student Information

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

M.I.

\_\_\_\_\_

GBC ID Number

## 2. Financial Aid Dependency Status

When completing your FAFSA were you required to provide parental information?

- Yes.** You are considered a **DEPENDENT** student for financial aid purposes.
- No.** You are considered an **INDEPENDENT** student for financial aid purposes and **do not need to include parent information.**

## 3. Completion of High School (or Equivalent)

Provide **one** of the following documents that indicate your high school completion status when you will begin college in 2023-24:

- A copy of your high school diploma
- A copy of your final official high school transcript that shows the date when the diploma was awarded
- A copy of your General Education Development (GED) certificate or transcript
- An academic transcript that indicates you successfully completed at least a two-year program at a College or University that is acceptable for full credit towards a bachelor's degree
- A Home Education Affidavit (homeschooled students only)

**If you are unable to submit the documentation listed above, you must contact the Goldey-Beacom College Financial Aid Office.**

- Check here you have already submitted one of the above listed documents to either the Financial Aid Office or to the Admissions Office.**

## 4. Family Information

List **everyone** in your household. Be sure to include the name of the college they attend and whether or not they will be enrolled at-least half-time at any point in time between July 1, 2023 and June 30, 2024.

Include the following individuals:

- 1) Yourself;
  - 2) Your parent(s) and/or stepparent(s);
  - 3) Your siblings;
  - 4) Your parent(s)' or stepparent(s)' other children if they reside in your household;
  - 5) Other people if:
    - a. They live in the household and/or;
    - b. You or your parent(s)/stepparent(s) will provide more than half of their support from July 1, 2023 through June 30, 2024.
- i. Include these individuals even if they do not live with your parents.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time	
				Yes	No
		self	Goldey-Beacom College		

## 5. 2019 Income Information

- Check only one box for **Student** AND only one **for Parent**.

*If it is confirmed that IRS data was not used as indicated, the student's file will be considered incomplete and could delay processing of financial aid.*

### Student

#### Student Tax Filers:

- I used the IRS Data Retrieval Tool (DRT) on my FAFSA.

Important Note: if you used the DRT and later changed the information, you must submit a Tax Return Transcript or signed 1040.

- I am attaching my **2021 Tax Return Transcript or signed 1040.**
- I filed an amended 2021 Tax Return or have filed for an extension. Contact the Financial Aid Office for additional steps.

#### Student Nontax Filers:

- I did not file a 2021 Tax Return and did not have earnings in 2021. **You must submit a statement of non-filing, which can be obtained by the Financial Aid Office.**
- I did not file a 2021 Tax Return AND I am not required to file a Tax Return. If you select this option, list all your employer(s) and income earned below AND attach IRS W-2 form(s).

Employer Name	BOX 1 of W-2

### Parent (if Dependent Student)

#### Parent Tax Filers:

- I used the IRS Data Retrieval Tool (DRT) on the FAFSA.

Important Note: if you used the DRT and later changed the information, you must submit a Tax Return Transcript or signed 1040.

- I am attaching my **2021 Tax Return Transcript or signed 1040.**
- I filed an amended 2021 Tax Return or have filed for an extension. Contact the Financial Aid Office for additional steps.

#### Parent Nontax Filers:

- I did not file a 2021 Tax Return and did not have earnings in 2021. **You must submit a verification of non-filing which can be requested from the IRS.**
- I did not file a 2021 Tax Return AND I am not required to file a Tax Return. If you select this option, list your employer(s) and income earned below AND attach IRS W-2 form(s).

Employer Name	BOX 1 of W-2

\_\_\_\_\_  
Student Name

## 6. Certification and Signatures

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

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

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

\_\_\_\_\_  
Parent's Signature (if dependent) Date

## 7. Identity and Statement of Educational Purpose

### THIS SECTION MUST BE COMPLETED IN THE FINANCIAL AID OFFICE

The student must appear in person at **Goldey-Beacom College** to verify his or her identity by presenting valid government-issued photo identification, 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, in the presence of the institutional official, the following:

#### 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 cost of attending **Goldey-Beacom College** for the 2023-24 academic year.

\_\_\_\_\_  
Student's Signature Student's ID Number Date

\_\_\_\_\_  
Financial Aid Staff Name Financial Aid Staff Signature Title Date

**\*\*\*IF YOU ARE UNABLE TO APPEAR IN PERSON, SEE NOTARIZED OPTION ON THE FOLLOWING PAGE\*\*\***

\_\_\_\_\_  
Student Name

**8. Identity and Statement of Educational Purpose (FOR USE OF NOTARY)**

**TO BE SIGNED WITH NOTARY**

If the student is unable to appear in person at Goldey-Beacom College to verify his or her identity, the student must provide:

- A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as, but not limited to, a driver’s license, other state-issued ID, or Passport, and
- The original notarized Statement of Educational Purpose provided below

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that  
(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 **Goldey-Beacom College** for the 2023-24 academic year.

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student’s ID Number)

**Notary’s Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary’s Name)

\_\_\_\_\_, personally appeared, and provided to me on basis of  
(Student’s Name)

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**

**My commission expires on:**

\_\_\_\_\_  
**(EXP. DATE)**

(SEAL)

\_\_\_\_\_  
(Notary Signature)

\_\_\_\_\_  
(Date)