PEPPERDINE SCHOOL OF PUBLIC POLICY

2021–2022 V5 Aggregate Verification Worksheet Independent Student

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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Student's Information

Student's Last Name	First Name	M.I.	Campus Wide ID (CWID)
Student's Street Address (i	nclude apt. no.)		Student's Date of Birth
City State Zip Code			Student's Email Address
Student's Home Phone Nu	mber (include area o	code)	Student's Alternate or Cell Phone Number

Student's Family Information

In the table below list the people in your household. Include:

- Yourself.
- Your spouse, if you married.
- Your children if you or your spouse will provide more than half of their support from July 1, 2021, through June 30, 2022, even if the children do not live with you.
- Other people if they now live with you and you or your spouse provides more than half of your support and will continue to provide more than half of your support through June 30, 2022.

For any household member who will be enrolled <u>at least half time</u> in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021, and June 30, 2022, include the name of the college.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	Pepperdine University	

If more space is needed, provide a separate page with the student's name and ID number at the top.

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Verification of 2019 Income Information for Student Tax Filers

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

Instructions: Complete this section if the student and spouse <u>filed or will file</u> a 2019 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at <u>FAFSA.gov</u>. In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. Check the box that applies:*

- The student has used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA.

The student is <u>unable or chooses not to use</u> the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules**.

A 2019 IRS Tax Return Transcript may be obtained through:

- <u>Get Transcript by Mail</u> Go to <u>www.irs.gov</u>, 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 from the IRS's receipt of the online request.
- <u>Get Transcript Online</u> Go to <u>www.irs.gov</u>, click "Get Your Tax Record." Click "Get Transcript Online." 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.
- <u>Automated Telephone Request</u> 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- <u>Paper Request Form</u> IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student and spouse filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s)** or a signed copy of the **2019 income tax return and applicable schedules** must be provided for each.

_____ Check here if a 2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules is provided.

_____ Check here if a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** will be provided later.

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 beyond the automatic sixmonth extension for tax year 2019, must provide:

- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2019;
- Verification of Non-filing (VNF) Letter (confirmation that the tax return has not yet been filed) from the IRS dated on or after October 1, 2020 or a signed statement certifying that the individual attempted to obtain the VNF from the IRS and was unable to obtain the required documentation;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document 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.

Note: An individual granted a filing extension beyond the automatic six-month extension may be required to submit tax information using the IRS Data Retrieval Tool, by obtaining a transcript from the IRS, or by submitting a copy of the income tax return and the applicable schedules that were filed with the IRS that lists 2019 tax account information.

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 signed copy of the 2019 IRS Form 1040X,

"Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return;
- 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; or
- A signed copy of the 2019 IRS Form 1040 and the applicable schedules that were 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 if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2019 income tax return and applicable schedules the individual filed with the IRS; *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.

Individuals Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with a tax authority other than the IRS 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.

Income Information for Student Nontax Filers

Complete this section if the student and spouse will not file and are not required to file a 2019 income tax return with the IRS. In addition: You must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority. Please see instructions on your **WaveNet** to-do list. For more information regarding filing requirements for most taxpayers, please refer to the 2019 IRS Publication 501: <u>https://www.irs.gov/pub/irs-prior/p501--2019.pdf</u>

- The student and/or spouse were not employed and had no income earned from work in 2019.
- The student and/or spouse were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form is provided. Provide copies of all 2019 IRS W-2 forms issued to the student and/or spouse by their employers. List every employer even if they did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019

If more space is needed, provide a separate page with the student's name and CWID included.

Statement of Educational Purpose

IF YOU ARE APPEARING IN PERSON:

You must appear in person at the SPP Financial Aid Office and sign the following in the presence of a SPP Financial Aid Official.
You must also present a valid government-issued photo identification (ID) such as, but not limited to, a driver's license, other state-issued photo ID, or passport. The following ID cards will not be accepted: military, SNAP, foreign, and student ID issued by a state school.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I, _______ (print student's full name) am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Pepperdine University, School of Public Policy, for 2021-2022.

Student's Signature

Date

CWID Number

To be completed by the SPP Financial Aid Official:

Type of government-issued photo ID provided by the student:

Financial	Aid	Officer	Name	Printed

Financial Aid Officer Title

Financial Aid Officer Signature

Date

IF YOU ARE UNABLE TO APPEAR IN PERSON:

1. Complete this section in the presence of a notary public.

2. You must also provide our Office 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. The following ID cards will not be accepted: military, SNAP, foreign, and student ID issued by a state school.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I, _______ (print student's full name) am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Pepperdine University, School of Public Policy, for 2021-2022.

Student's Signature	Date	CWID Number
N	ary's Certificate of A lotary's certification m	ay vary by State
State of		
City/County of		
On, before me	е,	,
(Date)	(Notary's	name)
personally appeared,		, and proved to me
(Date) personally appeared,(Printed name of	signer)	
because of satisfactory evidence of identi	fication	
		ment-issued photo ID provided)
to be the above-named person who signed	d the foregoing instrun	nent.
(seal)		(Notary signature)
My commission expires on		(Notary signature)
		(Notary signature)
My commission expires on		WARNING: If you purposely give fal misleading information you may be f
My commission expires on(Date)		WARNING: If you purposely give fal
My commission expires on(Date) Certifications and Signatures Each person signing below certifies that all of the second seco	he	WARNING: If you purposely give fal misleading information you may be f
My commission expires on(Date) Certifications and Signatures Each person signing below certifies that all of the information reported is complete and correct.	he	WARNING: If you purposely give fal misleading information you may be f be sentenced to jail, or both.

Submit this completed and signed document to:

Pepperdine University, School of Public Policy - Attn: SPP Financial Aid - 24255 Pacific Coast Hwy., Malibu, CA 90263-7493