



# GIA<sup>®</sup>

## 2020-2021 Independent Student Verification Worksheet (V5)

Your 2020-21 Free Application for Federal Student Aid (FAFSA) has been selected for verification review. The verification process is used to ensure the accuracy of the information reported on your FAFSA. Federal law requires that this review process must be completed before awarding Federal Student Aid. Your verification documentation will be reviewed for accuracy. Any differences may result in your FAFSA data being corrected.

### A. Student Information

\_\_\_\_\_

Last Name, First Name

\_\_\_\_\_

Student's e-Mail Address

### B. Family Information

List the people in your household. Include:

- You, and your spouse, if you are married.
- Your children and/or spouse's children if you and/or your spouse will provide more than half their support from July 1, 2020, through June 30, 2021, even if a child does not live with the student. *Do not include foster children.*
- Other people if they now live with you (and your spouse) if you (and/or your spouse) provide more than half of their support and will continue to do so through June 30, 2021.
- If the family member will be enrolled at least half time in a degree, diploma, or certificate program at a college/post-secondary educational institution between July 1, 2020 and June 30, 2021, include the name of the school.

Relationship to Student	Full Name	Age	School	Enrolled Half-Time or Greater?
You (Self)			GIA	Yes

### C. Verification of 2018 Income for Student Tax Filers

**Important Note:** The instructions that follow apply to you and your spouse, if you are married. Notify the financial aid office if you or your spouse filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018.

**Have you, the student (and your spouse), filed or will file a 2018 IRS Income Tax Return?**

**YES, I have filed/will file a 2018 IRS Income Tax Return**

*Read all options below and check the ONE box that applies, then complete that section as appropriate.*

- I, the student (and spouse), **have used** or will use the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income tax return information into my FAFSA.
- I, the student (and spouse), **have not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS Income Tax Return information into my FAFSA.
- I, the student (and spouse), **are unable or choose not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with a signed photocopy of my (and my spouse's) 2018 IRS Income Tax Return.

Student's Name \_\_\_\_\_

**C. Verification of 2018 Income (continued)**

**NO, I have not filed/will not file a 2018 IRS Income Tax Return**

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and **are not required to file** a 2018 income tax return with the IRS.

Read all options below and check the ONE box that applies, then complete that section.

- I, the student (and my spouse), was/were not employed and had no income earned from work in 2018.
- I, the student (and my spouse), have Special Circumstances (*see next page*)
- I, the student and/or my spouse were employed in 2018 are not required to file a 2018 income tax return with the IRS. If we have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. (**Provide copies of all 2018 IRS W-2 forms issued to the student and spouse by their employers.**) List every employer even if the employer did not issue an IRS W-2 Form.

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

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Amount Earned In 2018
	<b>Total Amount of Income Earned from Work</b>	\$

**Important:** Non-tax filers are required to provide to GIA a Verification of Non-Filing Letter from the IRS dated on or after October 1, 2019, that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority. Request this letter(s) from the IRS:

- Online at <https://www.irs.gov/individuals/get-transcript>  
Submit IRS Form 4506-T; check Box 7, and fill in **Tax Year 2018**
- By Telephone Request. Call 1-800-908-9946. The 2018 **Verification of Non-Filing Letter** will be sent to you.
- By Paper Request. Use IRS Form 4506-T. Check Box 7 and fill in Tax Year 2018.

The Verification of Non-Filing Letter will be mailed to you.

Send a copy to GIA Office of Student Financial Assistance  
The Robert Mouawad Campus  
5345 Armada Drive, MS 7  
Carlsbad, CA 92008

- I am providing an **IRS Verification of Non-Filing Letter(s)** for 2018 with this Worksheet.
- I will provide an **IRS Verification of Non-Filing Letter(s)** for 2018 at a later date.

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Student's Name

## D. Unusual Circumstances

If you, the student (and/or your spouse), indicated in **Section C** of this worksheet that there is an Unusual Circumstance surrounding yours (and/or your spouse's) income tax return filing, use the information below to determine the documents you must submit to the GIA Office of Student Financial Assistance, in addition to this worksheet, to complete the verification process.

### Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2018 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2018;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2018;
- Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2019;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2018, **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 2018.

### Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2018 must provide:

- A **2018 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; **and**
- A signed copy of the 2018 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was 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 any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **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 Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands 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.
  - A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
  - A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.
-

Student's Name \_\_\_\_\_

**E. High School Completion Status**

Provide one of the following documents to indicate the student's high school completion status when the student begins school at GIA in 2020-2021:

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.

**F. Identity and Statement of Educational Purpose**

**Option 1: To be Signed at the Institution**

The student must appear in person at the Gemological Institute of America 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.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)

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 the Gemological Institute of America for 2020-21.

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

\_\_\_\_\_  
Date

Student GIA ID Number (if known) \_\_\_\_\_

Student's Name \_\_\_\_\_

**F. Identity and Statement of Educational Purpose**

**Option 2: To be Signed in the Presence of a Notary**

If the student is unable to appear in person at the Gemological Institute of America to verify his or her identity, the student must provide to the institution:

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

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student's Name)

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 the Gemological Institute of America for 2020-2021.

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

\_\_\_\_\_  
Student ID Number (if known)

**Notary Certificate of Acknowledgement**

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

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

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

personally appeared, \_\_\_\_\_, and proved to me on the basis  
(Printed name of signer/student)

of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Student's Name

**G. Certifications and Signatures**

The person signing this worksheet certifies that all of the information reported is complete and correct.

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to prison, or both.**

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

\_\_\_\_\_  
Date

**MAILING INSTRUCTIONS**

Mail this signed form along with signed photocopies of 2018 IRS Tax Returns or Tax Return Transcript(s) and W-2(s), if required, to:

**GIA Office of Student Financial Assistance**

The Robert Mouawad Campus  
5345 Armada Drive, MS 7  
Carlsbad, CA 92008

E-mail: [financialaid@gia.edu](mailto:financialaid@gia.edu)  
Phone: 800-421-7250, ext. 4005  
FAX: 760-603-4421

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**SCHOOL USE ONLY**

Verification Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_