

Evangel University

2018–2019 V1 Verification Worksheet

Dependent Student

Your 2018-2019 FAFSA was selected for review in a process called “Verification.” To verify that you provided correct information, Evangel University will compare your FAFSA with the information on this worksheet and with any other required documents. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. If there are differences, you or the school may need to make corrections. If you have questions about verification, contact the Office of Financial Aid at 417-865-2815 ext. 7300.

A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Social Security Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

B. Family Information

List below the people included in parent(s)’ household:

- The Student
- The Parent(s) (including a stepparent) even if you do not live with your parent(s).
- The parent(s)’ other children if the parent(s) will provide more than half of the children’s support from **July 1, 2018, through June 30, 2019**, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with the parent(s) and their parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Now mark if anyone listed below, excluding your parent(s), attends college and will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Evangel University</i>	

C. STUDENT'S INCOME INFORMATION to Be Verified

STUDENT: — Important Note: If the student filed, or will file, an **amended** 2016 IRS tax return, the student must contact the Office of Financial Aid before completing this section. **Instructions:** Complete this section. Please see attached instructions on how to use the IRS Data Retrieval Tool OR submit a Tax Return Transcript.

Check the **ONE** box that applies:

- The student **has used** the IRS Data Retrieval Tool on the FAFSA.
- The student **has not** yet used the IRS Data Retrieval tool yet, but will use it to transfer the 2016 IRS income tax return information.
- The student will submit to the school a **2016 IRS tax return transcript**—not a photocopy of the income tax return.
- The student was **not** employed and had no income earned from work in 2016.
- If the student was employed in 2016, but **will not file** taxes, list below the names of all the student's employers as well as the amount earned from each employer in 2016. Attach copies of all 2016 W-2 forms issued to the student by employers. List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Issued?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,457.00</i>	<i>Yes</i>

D. PARENT(S) INCOME INFORMATION to Be Verified

PARENT(S): Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents. —**Important Note:** If the student's parent(s), filed or will file, an **amended** 2016 IRS tax return, the student's parent must contact the Office of Financial Aid before completing this section. **Instructions:** Complete this section. Please see attached instructions on how to use the IRS Data Retrieval Tool OR submit a Tax Return Transcript.

Check the **ONE** box that applies:

- The student's parent **has used** the IRS Data Retrieval Tool on the FAFSA.
- The student's parent **has not** yet used the IRS Data Retrieval tool yet, but will use it to transfer the 2016 IRS income tax return information.
- The student's parent will submit to the school a **2016 IRS tax return transcript(s)**—not photocopies of the income tax return.
- The student's parent(s) was not employed and had no income earned from work in 2016. . **Parent(s) need(s) to provide confirmation letter from IRS or other relevant taxing authority dated on or after October 1, 2017 that he/she is not required to file taxes. Fill out form 4506-T to obtain this letter. The link is <https://irs.gov/pub/irs-pdf/f4506t.pdf>.**
- The student's parent(s) was employed in 2016, but **will not file** taxes, list below the names of all the parent's employers, the amount earned from each employer in 2016. Attach copies of all 2016 W-2 forms issued to the parent(s) by employer(s). List every employer even if they did not issue a W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top. **Parent(s) need(s) to provide confirmation letter from IRS or other relevant taxing authority dated on or after October 1, 2017 that he/she is not required to file taxes. Fill out form 4506-T to obtain this letter. The link is <https://irs.gov/pub/irs-pdf/f4506t.pdf>.**

Employer's Name	2016 Amount Earned	IRS W-2 Issued?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,457.00</i>	<i>Yes</i>

E. Certification and Signature

By signing this worksheet, I (we) certify that all the information reported is complete and correct. If the student is a dependent, according to *FAFSA guidelines, at least one parent must sign and date.

Print Student's Name

Student's Signature

Date

Parent Signature

Date

**The definition of a dependent student for FAFSA is different than for the IRS. Parent signature is required if the student is a dependent for FAFSA purposes, regardless of their IRS tax filing status.*

WARNING:

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

Return to:

**The Office of Financial Aid
Attn: FAFSA Verification
Evangel University
1111 North Glenstone Avenue
Springfield, Missouri 65802
Phone: (417) 865-2815, ext. 7300
FAX: (417) 575-5478**

****All information requested by our office must be received and processed in order to financially register with federal aid for 2018-19. Incomplete files cannot be evaluated and federal aid will not be disbursed until verification is complete.**

2016 IRS Tax Return Transcripts may be obtained through the following methods:

- Online Request: Go to www.irs.gov, under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE,” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request: 1-800-908-9946
- Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T

To Link your IRS Tax Return to the FAFSA: Please note this will be available 10-14 days after your taxes are processed.

- Login to your 2018-19 FAFSA www.fafsa.ed.gov
- Click “Make Correction: and then click the “Financial Information” tab at the top
- Select “Already Complete” from the dropdown and answer 3 bulleted questions
- If eligible, the “Link to the IRS” box will appear
- On IRS page, enter information exactly as it appears on tax return and click “Submit”
- If link is available, tax information will be shown
- Check the box on the left and the button on the right to transfer tax information (Repeat steps for student or parent, if applicable)
- Be sure to continue to the “Submit” tab to sign and submit the FAFSA corrections.

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of the 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 2016;
- 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 2016;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority date on or after October 1, 2017;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016, 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 2016.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 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 2016 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 Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, or a foreign country may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. A tax filer who filed with the tax authority for American Samoa, must provide a copy of his or her tax account information.
- If a foreign return was filed, convert all monetary units to US dollars using the exchange rate that is in effect today.