Evangel University
2015–2016---V1-- Verification Worksheet
Dependent Student

Your 2015–2016 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 Student Financial Services at 417-865-2815 ext. 7300.

A. Dependent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student’s Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the other children would be required to provide parental information if they were completing a FAFSA for 2015–2016. 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 your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2016.

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, 2015, and June 30, 2016. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>18</td>
<td>Sister</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td>Evangel University</td>
<td></td>
</tr>
</tbody>
</table>
C. STUDENT’S INCOME INFORMATION to Be Verified

STUDENT: — Important Note: If the student filed, or will file, an amended 2014 IRS tax return, the student must contact Student Financial Services 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 will submit to the school a 2014 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 2014.

☐ If the student was employed in 2014, 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 2014. Attach copies of all 2014 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.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Issued?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,457.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 2014 IRS tax return, the student’s parent must contact Student Financial Services 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 will submit to the school a 2014 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 2014.

☐ The student’s parent(s) was employed in 2014, but will not file taxes, list below the names of all the parent’s employers, the amount earned from each employer in 2014. Attach copies of all 2014 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.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Issued?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,457.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>
E. Additional Financial Information (SNAP and Child Support)

1. One of the persons listed in the Family Information Section received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2013 or 2014 calendar years

   [ ] YES [ ] NO

   Note: if we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2013 or 2014.

2. Complete this section if one of the student’s parents paid child support in 2014.  **Don’t include support for children in your household as reported in Section B.**

   One (or both) of the student’s parents listed in the Family Information section listed on the FAFSA that they paid child support in 2014. Please complete the chart below for each child that support was paid.  **If you need more space, attach a separate page that includes the student’s name and Social Security Number at the top.**

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Jones (example)</td>
<td>Christy Smith</td>
<td>Terry Jones</td>
<td>$6,452.00</td>
</tr>
</tbody>
</table>

   Payer’s relation to the student (circle one):  SELF   SPOUSE   MOTHER   FATHER

   Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation.

F. 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.

**All information requested by our office must be received and processed in order to financially register with federal aid for 2015-2016. Incomplete files cannot be evaluated and federal aid will not be disbursed until verification is complete.
IRS Data Retrieval Tool/IRS Tax Return Transcript Instructions

If you have been selected for verification here are several choices to provide the needed 2014 tax information.

1. Update your FAFSA by using the IRS Data Retrieval Tool option to retrieve and transfer your 2014 IRS income information into the FAFSA.

Go to www.FAFSA.gov log in to your FAFSA record, select “Make FAFSA Corrections” and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2013 income tax information into the FAFSA. You will also need to “Sign & Submit” the FAFSA in order for Evangel to receive this updated information. You may contact the U.S. Department of Education at 1-800-433-3243 for assistance.

If you are unable to use the Data Retrieval Tool, then you will need to submit a Tax Return Transcript. Personal copies of tax returns are no longer accepted as verification documentation. The type of Transcript that should be ordered is a Tax Return Transcript. Do not order an “Account Transcript.”

2. There are several ways a Tax Return Transcript may be ordered from the IRS free of charge.

     - Under “Tools” select “Get Transcript of Your Tax Records”
     - Click “Get Transcript Online”
     - Follow steps to Create an Account
     - Get Transcript page—Select “Higher Education/Student Aid”
     - Click “2014” under Return Transcript, then Print copy

   - Order by Mail—Please allow 5-10 business days of request, once the IRS has a completed tax return. If you owe the IRS any payment of taxes, your Tax Return Transcript will not be available to you until after your payment has been received.
     - Under “Tools” select “Get Transcript of Your Tax Records”
     - Click “Get Transcript By Mail”
     - Fill in all personal blanks using the Primary tax payers information
     - Select “Return Transcript” and “2014”, submit

   - Order by Phone – Call toll-free 1-800-908-9946
     - Enter the Social Security Number of the Primary tax payer
     - Verify your address by entering only the house number – do not include letters, fractions, or street names
     - Select Option 2 – “To Receive a Copy of Your Tax Return”
     - Enter the appropriate tax year. For financial Aid for the 2014-2015 school year, the appropriate tax year is “2014.”

3. Visit your local IRS Office and request a copy of your Tax Return Transcript in person. The address for the Springfield, MO IRS office is as follows:

   Springfield Missouri IRS Office
   2937 S. Claremont Avenue
   Springfield, MO 65804
   Monday – Friday 8:30 am – 4:30 pm
   417-889-9828

Once you receive your Tax Return Transcript, make a copy for your records and then submit it to the Student Financial Aid office with the Student name and Evangel Student number written on it. Please mail, fax or email your verification worksheets, tax transcripts and other required documents to:

Evangel University—Student Financial Services
1111 North Glenstone Avenue
Springfield, Missouri 65802
FAX: (417) 575-5478
Email—finservices@evangel.edu