

Evangel University

2015–2016 –V6-- 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

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).
- 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.*

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** 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.

Employer's Name	2014 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** 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.

Employer's Name	2014 Amount Earned	IRS W-2 Issued?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,457.00</i>	<i>Yes</i>

E. 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.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2014
<i>Mark Jones (example)</i>	<i>Christy Smith</i>	<i>Terry Jones</i>	<i>\$6,452.00</i>

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. Untaxed Income Information

Income Sources	To Student	To Parent(s)
<i>Payments to tax-deferred pension and savings (W-2 forms in boxes 12a- 12d with codes D,E,F,G,H and S)</i>	\$	\$
<i>Child Support received</i>	\$	\$
<i>Housing, food, and other living allowances paid to members of the military, clergy, and others</i>	\$	\$
<i>Veterans non-education benefits</i>	\$	\$
<i>Other untaxed income</i>	\$	\$
<i>Money received or paid on the applicant's behalf</i>	\$	\$
<i>Untaxed income earned from work (please submit W2 or 1099 forms with this worksheet)</i>	\$	\$

G. Identity and Statement of Educational Purpose Information

The student must appear in person at _____ to

(Name of Postsecondary Educational Institution)

verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, 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:

I certify that I _____ am the individual signing this

(Print Student's Name)

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

_____ for 2015-2016.

(Name of Postsecondary Educational Institution)

(Student's Name)

(Date)

(Student's ID number)

The above statement must be signed in the presence of a notary if the student is unable to appear in person at

_____ to verify his or her identity, the student must provide:

(Name of Postsecondary Educational Institution)

- (a) 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**
- (b) The original notarized Statement of Educational Purpose provided below.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____

(Date)

(Notary's Name)

personally appeared, _____, and provided

(Printed name of signer)

To me on basis of 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

(seal)

(Notary's signature)

My commission expires on _____

(date)

H. High School Completion Information

Provide one of the following documents that indicates the student's high school completion status when the student will begin college in 2015-2016:

- A copy of the student's high school diploma
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded
- A copy of the student's General Educational Development (GED) certificate or GED transcript
- 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
- If state law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (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 documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact Student Financial Services at 417-865-2815, ext. 7300.

I. 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

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

**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.*

Return to:
Student Financial Services
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 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 2014 IRS 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.
 - Online—<http://www.irs.gov>
 - 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 2015-2016 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