Evangel University
2015–2016 --V1-- Verification Worksheet
Independent 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. Independent 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 your household:

- You the student
- Student's spouse, if you are married.
- Student's children, if any, if you will provide more than half of their support from July 1, 2015, through June 30, 2016, or if the child would be required to provide your 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 you.
- Other people if they now live with you and you 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 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 your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Mary Jones(example)	*28*	*Wife*	*Central University*	*Yes*
		Self	*Evangel University*	

C. STUDENT and SPOUSE'S INCOME INFORMATION to Be Verified

STUDENT:—Important Note: If you (or your spouse, if married) filed, or will file, an **amended** 2014 IRS tax return, you 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:

☐ I, the student, **have used** the IRS Data Retrieval Tool on the FAFSA.

☐ I, the student, will submit to Evangel University a copy of mine and my spouse's **2014 IRS tax return transcript(s)—**not photocopies of the income tax return.

☐ The student (and, if married, the student's spouse) was **not** employed and had no income earned from work in 2014.

☐ The student (and/or the student's spouse if married) was employed in 2014, but **will not file** taxes, list below the names of all employers as well as the amount earned from each employer in 2014. Attach copies of all 2014 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer even if the employer did not issue a W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	*$2,457.00*	*Yes*

D. 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.*

   Either you, the student, or if married your spouse, listed on the FAFSA that you paid child support in 2014. *If you need more space, attach a separate page that includes your 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
Mary Jones(example)	*Christy Smith*	*Terry Jones*	*$6,452.00*

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.

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**

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