

Evangel University

2017–2018 V5 Verification Worksheet

Independent Student

Your 2017–2018 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 or spouse’s children, if any, if the student or spouse will provide more than half of the children’s support from July 1, 2017, through June 30, 2018, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person’s support and will continue to provide more than half of their support through June 30, 2018.

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, 2017, and June 30, 2018. *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
<i>Mary Jones(example)</i>	28	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Evangel University</i>	

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** 2015 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, **have not** yet used the IRS Data Retrieval tool yet, but will use it to transfer the 2015 IRS income tax return information.
- I, the student, will submit to Evangel University a copy of mine and my spouse's **2015 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 2015.
- The student (and/or the student's spouse if married) was employed in 2015, but **will not file** taxes, list below the names of all employers as well as the amount earned from each employer in 2015. Attach copies of all 2015 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	2015 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,457.00</i>	<i>Yes</i>

D. 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 2017-2018:

- 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 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.

E. 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 2017-2018.
(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 the school with:
(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)

F. Certification and Signature

By signing this worksheet, I (we) certify that all the information reported is complete and correct. I also agree to the terms listed in Evangel University's [Privacy Policy \(https://www.evangel.edu/privacy-policy/\)](https://www.evangel.edu/privacy-policy/). I agree to the processing of my personal information for the purpose of awarding financial aid. 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 2017-2018. Incomplete files cannot be evaluated and federal aid will not be disbursed until verification is complete.**

2015 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 2017-18 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 2015 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 2015;
- 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 2015;
- 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, 2016;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2015, 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 2015.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A **2015 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 2015 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.