

# Evangel University

## 2019–2020 V1 Verification Worksheet-Dependent Student

Your 2019-2020 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. Contact the Office of Financial Aid with any questions.

### A. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I	Student ID #	Student’s D.O.B.
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### B. Family Information

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

- The Student and Student’s 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, 2019, through June 30, 2020**, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. 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, 2020.

If any household member, **excluding your parent(s)**, will be attending college at least half time between July 1, 2019 and June 30, 2020, include the name of the college.

Full Name	Age	Relationship (Check One)	College (Please circle YES or NO)
		<input type="checkbox"/> Student	No or <input checked="" type="radio"/> Yes and name of college: <u>Evangel University</u>
		<input type="checkbox"/> Parent/Step-Parent	[This column is not for parent/step-parent]
		<input type="checkbox"/> Parent/Step-Parent	[This column is not for parent/step-parent]
		<input type="checkbox"/> Sibling <input type="checkbox"/> Other: _____	No or Yes and name of college: _____
		<input type="checkbox"/> Sibling <input type="checkbox"/> Other: _____	No or Yes and name of college: _____
		<input type="checkbox"/> Sibling <input type="checkbox"/> Other: _____	No or Yes and name of college: _____
		<input type="checkbox"/> Sibling <input type="checkbox"/> Other: _____	No or Yes and name of college: _____

### C. Student’s Income Information

**STUDENT: — Important Note:** If the student filed, or will file, an **amended** 2017 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 with student name and ID number written on it.

**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 2017 IRS income tax return information.
- The student will submit to the school a **2017 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 2017.
- If the student was employed in 2017, 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 2017. Attach copies of all 2017 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 Student ID number at the top.

Employer’s Name	2017 Amount Earned	IRS W-2 Issued?

## D. Parent's Income Information

**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 2017 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 with the student name and ID written on it.

Check the **ONE** box that applies:

- The student's parent **has used** the IRS Data Retrieval Tool on the FAFSA **OR** The student's parent **has not** yet used the IRS Data Retrieval tool yet, but will use it to transfer the 2017 IRS income tax return information.
- The student's parent will submit to the school a **2017 IRS tax return transcript(s)**—no photocopies of the income tax return. (Please write Student's name and Student ID number on tax return transcript!)
- The student's parent(s) was **not employed** and had no income earned from work in 2017. **Parent(s) need(s) to provide confirmation letter from IRS or other relevant taxing authority dated on or after October 1, 2018 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 2017, but will not file taxes**, list below the names of all the parent's employers, the amount earned from each employer in 2017. Attach copies of all 2017 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 Student ID 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, 2018 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	2017 Amount Earned	IRS W-2 Issued?

## E. 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

\_\_\_\_\_

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 2019-20. Incomplete files cannot be evaluated and federal aid will not be disbursed until verification is complete.**

## **2017 IRS Tax Return Transcripts may be obtained through the following methods:**

- Online Request: Go to [www.irs.gov](http://www.irs.gov), under “Get your Tax Record”
- Select “Get Transcript Online” or “Get Transcript by Mail”
- Be sure to request a 2017 Tax Return Transcript
- Submit to Evangel with student name and ID# written on it.

## **To Link your IRS Tax Return to the FAFSA “IRS Data Retrieval Tool”**

- Login to your 2019-20 FAFSA <https://studentaid.ed.gov/sa/fafsa>
- Select the 2019-2020 FAFSA
- Click “Make FAFSA Corrections” and create a Save Key
- Select “Making corrections to a processed FAFSA” and select “Next”
- Select the “Financial Information” tab
- If eligible, the “Link to the IRS” box will appear under the Student Financial and Parent Financial sections
- On IRS page, enter information exactly as it appears on tax return and click “Submit”
- If you use the IRS DRT to transfer your tax return information from the IRS, the information will not display on your FAFSA
- Be sure to continue to the “Sign and Submit” tab to enter Student and Parent FSA ID and submit the FAFSA corrections.

## **Individuals Granted a Filing Extension by the IRS**

An individual, who is required to file a 2017 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 2017;
- 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 2017;
- 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, 2018;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2017, 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 2017.

## **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2017 must provide:

- A **2017 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 2017 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.