

Evangel University

2024-2025 V1 Verification Worksheet

Independent Student

Your 2024-2025 FAFSA has been selected for Verification by the Department of Education. This means the Office of Financial Aid is required to verify the information submitted on the FAFSA by comparing it to the information you provide on the Verification Worksheet. Differences in information may require additional documentation. Once information has been verified, if differences were found, corrections may need to be made by you or Evangel University. Contact the Office of Financial Aid with any questions.

A. Independent 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 your family (include each individual's age):

- You, the student.
- Student's spouse if you are married.

The student's dependent children if the following are true:

- They live with the student (or live apart because of college enrollment);
- They receive more than half of their support from the student; and
- They will continue to receive more than half their support from the student during the award year.

Other persons if the following are true:

- They live with the student
- They receive more than half of their support from the student; and
- They will continue to receive more than half their support from the student during the award year.

The provided criteria for "dependent children" or "other persons" align with the requirement that family size align with whom the student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

If more space is needed, attach a separate page with your name and Student ID Number at the top.

Full Name	Age*	Relationship
		<input type="checkbox"/> Student
		<input type="checkbox"/> Spouse
		<input type="checkbox"/> Child
		<input type="checkbox"/> Child
		<input type="checkbox"/> Child
		<input type="checkbox"/> Other:

**Please include the age of every family member.*

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

STUDENT:

Check the ONE box that applies:

Tax Filer

- ☐ The student filed a 2022 IRS income tax return, and the Federal Tax Information (FTI) was transferred successfully.
- ☐ The student's 2022 IRS Federal Income Tax return information was not available or could not be used. The student will submit to the school a **2022 IRS tax return transcript OR 2022 signed federal income tax return and applicable schedules**. See attached instructions on how to submit a signed Tax Return or Tax Return Transcript with the student's name and ID written on it.

Non-tax Filer

- ☐ The student was **not** employed and had no income earned from work in 2022.
- ☐ If the student **was employed in 2022, but will not file taxes**, list below the names of all the student's employers as well as the amounts earned from each employer in 2022. Attach copies of all 2022 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. The student must complete the certification below that the student was not required to file taxes.

I, _____, certify that I have not filed, and I am not required to file a 2022 income tax return, and I have provided all sources of 2022 income earned from work and the amount of income from each source.

Employer's Name	2022 Amount Earned	IRS W-2 Attached?

STUDENT SPOUSE/PARTNER:

Check the ONE box that applies:

Tax Filer

- ☐ The spouse filed a 2022 IRS income tax return, and the Federal Tax Information (FTI) was transferred successfully.
- ☐ The spouse's 2022 IRS Federal Income Tax return information was not available or could not be used. The student will submit to the school the spouse's **2022 IRS tax return transcript OR 2022 signed federal income tax return and applicable schedules**. See attached instructions on how to submit a signed Tax Return or Tax Return Transcript with the student's name and ID written on it.

Non-tax Filer

- ☐ The spouse was **not employed** and had no income earned from work in 2022.
- ☐ If the spouse **was employed in 2022, but will not file taxes**, list below the names of all the spouse's employers as well as the amounts earned from each employer in 2022. Attach copies of all 2022 W-2 forms issued to the spouse 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. The spouse must complete the certification below that the student was not required to file taxes.

I, _____, certify that I have not filed, and I am not required to file a 2022 income tax return, and I have provided all sources of 2022 income earned from work and the amount of income from each source.

Employer's Name	2022 Amount Earned	IRS W-2 Issued?

D. 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.

Print Student's Name

Student's Signature

Date

Spouse Signature (If applicable)

Date

WARNING:

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

*All information requested by our office must be received and processed to financially register with federal aid for 2024-2025. Incomplete files cannot be evaluated, and federal aid will not be disbursed until verification is complete.

Return this form and applicable documentation via upload to your student portal, mail, or fax. Do not email.

Office of Financial Aid
Attn: FAFSA Verification
Evangel University
1111 North Glenstone Avenue
Springfield, Missouri 65802
FAX 417.575.5478

If 2022 income tax return information for the student or parent(s) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.

A 2022 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and *NOT* the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2022 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2022, must provide:

- A signed statement listing the sources of any 2022 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2022;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2022; 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 2022.

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2022 must provide a signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- Updated income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- A 2022 IRS 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; or
- A signed copy of the 2022 IRS Form 1040 and the applicable schedules that were 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, if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; *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 Income Tax Returns

- A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.