Office of Financial Aid
5400 Ramsey Street Fayetteville, NC 28311
Telephone: (910) 630-7192/7193
1-800-488-7110
Fax: (910) 630-7285
Website: http://www.methodist.edu/Financial_Aid/index.htm

# 2017-2018 Verification Worksheet - Independent

## Directions:

V5

Your FAFSA form was selected by the U.S. Dept. of Education for review in a process called "verification". In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your FAFSA form with the information provided on this form and with a Tax Return Transcript of you (and your spouse if married) 2015 federal tax forms. If there are differences between your FAFSA form and the documents you've submitted, corrections may be needed. **We cannot process your financial aid until verification has been completed.**

What you should do:
1. Collect your (and your spouse if married) financial documents (Federal Tax Return Transcript, W-2(s), etc.).
2. Contact us if you have questions about this form.
3. Submit this completed worksheet, Tax Return Transcripts (if unable to use the IRS Data Retrieval Tool), and any other documents to our office.
4. Please make sure this form is completed and signed by student and a parent.

## Section A: Student Information (Please Print)

______________________________________________________________
Last Name First Name M.I. MU Student ID Date of Birth

______________________________________________________________
Address (include apt. #) City State Zip

______________________________________________________________
Email address Contact Phone Number (include area code)

______________________ ______________ Check if student will be on campus ☐ or off campus ☐
Drivers License # Drivers License State

## Section B: Family Information

**Independent Student's Family Information**

Number of Household Members: List below the people in your household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children 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 the children do 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 people's support and will continue to provide more than half of their support through June 30, 2018.
- Also include information about, any household member who will be enrolled in college 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, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

| Full Name | Age | Relationship | College/University | Will be Enrolled at Least Half Time: Yes or No |
|---|---|---|---|---|
| Example: Missy Jones | 25 | spouse | Sample University | Yes |
| | | student | Methodist University | |
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**SECTION C** COMPLETE IF STUDENT / SPOUSE HAVE FILED FEDERAL TAX RETURN (2015)

**SECTION D** COMPLETE IF STUDENT / SPOUSE HAVE UNUSUAL FILING CIRCUMSTANCES (2015)

**SECTION E** COMPLETE IF STUDENT / SPOUSE DID NOT FILE FEDERAL TAX RETURN (2015)

## Section C: TAX RETURN FILERS ONLY

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the Office of Financial Aid if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015

Instructions: Complete this section if the student /spouse filed or will file a 2015 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2015 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

**Check the box that applies:**

☐ **STUDENT** has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.

☐ **STUDENT** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.

☐ **STUDENT** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2015 IRS Tax Return Transcript(s).

☐ **SPOUSE** has used the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.

☐ **SPOUSE** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA once the 2015 IRS income tax return has been filed.

☐ **SPOUSE** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2015 IRS Tax Return Transcript(s).

**IF UNABLE TO USE DATA RETRIEVAL TOOL OPTION:**

- Get Transcript by MAIL – Go to HYPERLINK https://www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "**IRS Tax Return Transcript**" and NOT the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to HYPERLINK https://www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." 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

**If the student and spouse filed separate 2015 IRS income tax returns, 2015 IRS Tax Return Transcripts must be provided for each.**

**Check the box that applies:**

☐ Check here if a 2015 IRS Tax Return Transcript(s) is provided for the **STUDENT**.

☐ Check here if a 2015 IRS Tax Return Transcript(s) will be submitted to the school by __________(date) for the **STUDENT**

☐ Check here if a 2015 IRS Tax Return Transcript(s) is provided for the **SPOUSE**.

☐ Check here if a 2015 IRS Tax Return Transcript(s) will be submitted to the school by __________(date) for the **SPOUSE**

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# Section D: Verification of 2015 Income Information for Individuals with Unusual Circumstances

## Individuals Granted a Filing Extension by the IRS

**Check the box that applies**:

☐ Student
☐ Spouse

If an individual is required to file a 2015 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of 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 IRS Form W–2 for each source of employment income received for tax year 2015;
- 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;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2016; **and**
- 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.

## Individuals Who Filed an Amended IRS Income Tax Return

**Check the box that applies**:

☐ Student
☐ Spouse

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

- A 2015 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; ***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 Tax Administration Identity Theft

**Check the box that applies**:

☐ Student
☐ Spouse

**Individuals who are victims of IRS tax-related identity theft MUST submit to the institution:**

- 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 Income Tax Returns

**Check the box that applies**:

☐ Student
☐ Spouse

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands 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.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority

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## Section D: Verification of 2015 Income Information for Individuals with Unusual Circumstances (continued)

**Income Information for Non-IRS Nontax Filers**
Residents of the Freely Associated States (Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia), and a U.S. territory or commonwealth or a foreign central government who are not required to file an income tax return under that taxing authority's rules must submit:

- a copy of their Wage and Tax Statement (or equivalent documentation) for each source of employment Income **and**
- a signed statement identifying all of the individual's income and taxes

### Individuals - (Tax Filer/Non Tax Filers) whom 2015 Tax Information cannot be located by the IRS

**Check the box that applies**:
☐ Student
☐ Spouse
An individual who did not retain a copy of his or her 2015 tax account information and for whom that information cannot be located by the IRS (or other relevant taxing authority) must submit to the institution:

* Copies of all of their IRS Form W-2s, a wage and income transcript, or an equivalent document;
* Documentation from the IRS or other relevant taxing authority that indicates the individual's 2015 tax account information cannot be located; **and**
* A signed statement that indicates that the individual did not retain a copy of his or her 2015 tax account information.

# NON TAX FILERS proceed to <u>Section E</u>

# TAX FILERS ONLY proceed to <u>Section F</u> on page 5

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## Section E: NON TAX RETURN FILERS ONLY

Complete this section if the student / spouse will not file and are **not required** to file a 2015 income tax return with the IRS.
Student/ Spouse may be required to provide the school with a copy of the IRS form 4506 T.
According to the IRS, a response to the request for a "Verification of Non filing" for the 2015 tax year will not be issued until after June 15, 2016.

**Check the box that applies**:

☐ STUDENT **was not** employed and had no income earned from work in 2015.

☐ STUDENT **was employed** in 2015 and has listed below the names of all the student's employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached.

**Attach copies of all 2015 IRS W-2 forms issued to the student by employers for non filers only.**

*List every employer even if they did not issue an IRS W-2 form. If more space is needed,*

*Attach a separate page with the student's name and MU ID number at the top.*

| Name | Employer's Name | 2015 Earnings | IRS W-2 Attached? |
|---|---|---|---|
| *Example: Tom Smith* | *Example: ABC Company* | *$1,280* | *Yes* |
| | | | |
| | | | |

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

____ Check here if confirmation of nonfiling is provided.

____ Check here if confirmation of nonfiling will be provided later.

**NOTE: We may require you to provide documentation from the IRS that indicates a 2015 IRS Income Tax Return was NOT FILED with the IRS.**

☐ **SPOUSE was not** employed and had no income earned from work in 2015.

☐ **SPOUSE was employed** in 2015 and has listed below the names of all spouse employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached.

**Attach copies of all 2015 IRS W-2 forms issued to spouse by all employers for non filers only.**

*List every employer even if they did not issue an IRS W-2 form. If more space is needed,*

*Attach a separate page with the students name and MU ID number at the top.*

| Name | Employer's Name | 2015 Earnings | IRS W-2 Attached? |
|---|---|---|---|
| *Example: Tom Smith* | *Example: ABC Company* | *$1,280* | *Yes* |
| | | | |
| | | | |

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

____ Check here if confirmation of nonfiling is provided.

____ Check here if confirmation of nonfiling will be provided later.

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## Section F: : High School Completion Status Verification

Provide one of the following documents that will indicate the student's high school completion status when you begin college in 2017–2018:

- 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 state certificate or transcript received by the student after a student passed a State-authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a 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.
- 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.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for home schooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was a homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for home schooling (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 includes a statement that the student successfully completed a secondary school education in a home school setting.

Contact the Methodist University Office of Financial Aid if you are unable to obtain the documentation listed above.

## Section G: The Statement of Identity and Educational Purpose

**The Statement of Identity and Educational Purpose MUST be signed in the presence of Methodist University, Office of Financial Aid official or be notarized if unable to appear in person.**

### Identity and Statement of Educational Purpose

( To Be Signed at the Institution)

The student must appear in person at Methodist University to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

I certify that I ____________________________ (Print Students Name) am the individual signing this 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 Methodist University for 2017-2018.

____________________________________ ____________________ ________________________

Student's Signature Date Student's MU ID Number

As the authorizing official for Methodist University, the above named student's signature and Identification were received and reviewed in my presence. A copy of unexpired valid government – issued photo ID is on file in the Office of Financial Aid.

_______________________________ __________ ___________________________

MU Authorizing Official Signature Date Type of unexpired government–issued photo ID provided.

### Identity and Statement of Educational Purpose

(To Be Signed In the Presence of a Notary **IF UNABLE** to appear in person)

If the student is unable to appear in person at Methodist University to verify his or her identity, the student must provide the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to , a driver's license, other state-issued ID, or passport: and

(b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose there must be a clear indication that the Statement of Educational Purpose was the document notarized..

**Statement of Educational Purpose**

I certify that I______________________________ (Print Student's Name) am the individual signing this 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 Methodist University for 2017-2018.

________________________________________ _____________________ ___________________________

Student's Signature Date Student's MU ID Number

**Notary's Certificate of Acknowledgement** (if unable to appear in person)

State of:______________________________ City /County of:___________________On ________________________________(Date), before me,

(Notary's Name) ____________________________, personally appeared(Print name of signer)________________________________________ and

proved to me on basis of satisfactory evidence of identification(Type of unexpired government-issued photo ID provided) ______________________ to

be the above-named person who signed the forgoing instrument. **WITNESS my hand and official seal**:____________________(Notary Signature)

(seal) My commission expires on: _________________________(Date)

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## Section H: Certification and Signatures

- **Student signature signing below certifies that all of the information reported is complete and correct.**
- **By signing this form, I understand that this information may require Methodist University to make changes to the originally reported FAFSA data that resulted from the verification process.**

**Warning: If you purposely give false or misleading information you may be fined, sent to prison, or both.**

Student Signature ______________________________________________ Date ______________________

**You should make a copy of the worksheet for your records.**
**Do not mail this worksheet to the U.S. Department of Education.**

*** MUST BE ORIGINAL (Cannot be faxed or scanned) ***

***Submit this worksheet to:**
**Methodist University**
**Office of Financial Aid**
**5400 Ramsey Street**
**Fayetteville, NC 28311-1498**

METHODIST UNIVERSITY

[ Engage. Enrich. *Empower.* ]