

Verification Worksheet (V5)

Independent Student 2018-19



Your FAFSA was selected for review in a process called "verification." Federal law requires that Anderson University compare your reported FAFSA data to the tax information you and your parent(s) provided the Internal Revenue Service (IRS) for 2016. The preferred method is for you to import the tax data from your 2016 tax return using the IRS Data Retrieval Tool (DRT) and resubmit your FAFSA without changing the imported data. It may be necessary for you to provide additional information to satisfy verification requirements.

No further action can be taken on your request for financial aid including all federal, state, or need-based university funds until you submit the required information and complete this process.

If there are differences between your FAFSA data and the verification documents, Anderson University will make corrections electronically. Your financial aid awards may be adjusted as a result of the correction process.

A. Student Information

New Student Returning Student

Last name _____ First name _____ M.I. _____
 Student ID _____ Student SSN _____ - _____ - _____
 Street address _____ Date of birth _____
 City _____ State _____ ZIP code _____
 Student's daytime phone number _____ Student's email address _____

B. Number in Household - determine who to include as members of your household in Section C (below).

- If you are married include your spouse on the verification worksheet.
- Marital status is determined as of the day you filed the FAFSA. If you are planning to get married but were not married on the day you filed the FAFSA, your future spouse is not included in the household size.
- You should not report any information for a friend or roommate unless the two of you are actually married.
- A couple doesn't have to be legally separated to be considered divorced/separated for FAFSA purposes; they may consider themselves separated when one has permanently left the household.
- An unborn child who will be born during the 2018-18 school year may also be counted in the household size if the student and spouse will provide more than half of the child's support between July 1, 2018 and June 30, 2019.
- Being claimed as a dependent on someone else's tax return is NOT relevant when answering FAFSA questions.

C. Number in Household / Number in College - Please list in the table below all the people living in your household.

- Include yourself.
- Include your spouse.
- Include the student's or the spouse's children if the student or spouse will provide more than half of the children's support between July 1, 2018 and June 30, 2019, even if the children do not live with the student.
- Include other people if they now live in the student's household and if the student or spouse provides more than half of their support and will continue to provide more than half of their support between July 1, 2018 and June 30, 2019.

IMPORTANT: If any member of the student's household will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution between July 1, 2018 and June 30, 2019, please include the name of the college they will attend.

Full Name	Age	Relationship to Student	College	Will be Enrolled at Least Half Time (Yes or No)
		Self		

(over)

Anderson University Office of Student Financial Services — Verification Worksheet (Independent Student)

D. Tax Filers

Complete Section D if the student or spouse have filed or will file a 2016 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of *FAFSA on the Web*. In most cases, no further documentation is needed to verify 2016 income information IF you transfer the data into the student’s FAFSA using the Data Retrieval Tool AND you do not make any changes to the imported information. Please resubmit your FAFSA once the Tool has been used.

Please check all that apply.

- The student has used the Data Retrieval Tool in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the Data Retrieval Tool in *FAFSA on the Web*, but will use the Tool to transfer 2016 IRS income tax return information into the student’s FAFSA within 2-3 weeks after e-filing.
- The student is unable or chooses not to use the Data Retrieval Tool in *FAFSA on the Web*, and instead will provide Anderson University a 2016 IRS Tax Return Transcript.
- The student and spouse filed separate 2016 IRS income tax returns, and each will provide their own 2016 IRS Tax Return Transcript, since using the Data Retrieval Tool is not an option.

For helpful details on when and how to use the IRS Data Retrieval Tool and options for requesting an IRS Tax Return Transcript visit the AU website <http://www.anderson.edu/finaid/verification>. In most cases the IRS makes tax return information available for the Data Retrieval Tool and the Tax Return Transcript within 2–3 weeks after they accepting your e-filed tax return.

E. Nontax Filers

Complete Section E if the student or spouse will not file and are not required to file a 2016 income tax return with the IRS.

Please check all that apply

- The student The spouse was not employed and had no income earned from work in 2016.
- The student The spouse was employed in 2016, and either:
 - will provide copies of all W-2’s they received from each employer, or
 - if W-2’s were not issued, list below all sources and amounts of income you earned from working in 2016.

Your Full Name	Employer’s Name	Annual Amount
a.	a.	\$
b.	b.	\$
c.	c.	\$
d.	d.	\$

NEW for 2018–2019!

If you are the parent of a dependent student, submit an IRS Verification of Nonfiling Letter. The federal government now requires the parents of dependent students who filed a FAFSA to have the IRS verify if no tax return was filed. If you fit this category and did not file a 2016 tax return, you must request a Verification of Nonfiling Letter from the IRS and submit the nonfiling letter as part of your financial aid application materials. For more information on nonfiling letters, see the [IRS Transcript Types Web page](#).

DO NOT list AU as a third-party recipient when requesting your nonfiling letter. You should have the IRS send the document directly to you; then you should submit a copy to Student Financial Services.

F. High School Completion Status

Please provide one of the following documents that indicate the student’s high school completion status when the student will begin college in the 2018–2019 school year.

- 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 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 the Office of Student Financial Services.

G. Confirm Your Identity

The student must appear in person at Anderson University to verify his or her identity by presenting one of these forms of government-issued photo identification:

- Driver's License
- Passport
- Other State-issued ID

Anderson University will maintain a copy of the student's photo ID and annotate the date it was presented and the name of the Student Financial Services representative who collected and verified the student's identity.

H. Statement of Educational Purpose

Students must sign a *Statement of Educational Purpose* that certifies who they are and that the federal student aid they may receive will only be used for educational purposes and for the cost of attending Anderson University for the 2018–2019 academic year.

Statement of Educational Purpose

I certify that I _____ 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 Anderson University for 2018-2019.

Student's Signature

Date

Student's ID Number

I. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and accurate. The student must sign and date. Also, one parent must sign and date if the student is a dependent student who reported the parent's information on the FAFSA.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Print Student's Name

Student's ID Number

Student's Signature

Date

Print Parent's Name

Parent's Signature (required for Dependent Students)

Date

J. Inability to appear in person

If a student is enrolled in distance education courses and is not able to appear at Anderson University in person, they must go to a notary public. The Department of Education does not authorize the use of online notary services as an alternative to traditional, in-person notary services.

The notary will act on behalf of the university. The student must provide Anderson University with an ORIGINAL, notarized signed copy of their personal identification and an ORIGINAL, notarized "wet" copy of the *Statement of Educational Purpose*.

Scanned or faxed copies of the personal identification and/or *Statement of Educational Purpose* cannot be accepted. Both documents must be received by U.S. mail and contain ORIGINAL signatures. Please allow for additional processing time if you are unable to appear in person and must use a notary.