

## V5 Dependent Institutional Verification Worksheet

**IMPORTANT:** Your FAFSA was selected by the U.S. Department of Education for a process called verification. The verification process will be conducted by Kansas Wesleyan University in accordance with U.S. Department of Education's rules 34 CFR, Part 668. We must collect this information before awarding Federal Financial Aid. No further processing will be done until all documentation is provided.

### SECTION A: STUDENT INFORMATION

I am completing FAFSA verification for the term(s): Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Student Name: Last	First	Middle Initial	KWU Student ID # or Social Security Number	Date
Student Email Address			Student Cell Phone Number	

### SECTION B: FAMILY INFORMATION

List the people in your parents' household. **Include:**

- You and your parent(s) (including stepparent) even if you don't live with your parents, **and**
- Your parents' other children even if they don't live with your parent(s), if (a) your parents will provide more than half of their support between July 1<sup>st</sup> and June 30<sup>th</sup> of the current academic year or (b) the children would be required to provide parental information when applying for federal student aid, **and**
- Other people **if they currently live with your parents**, and your parents will provide more than half of their support between July 1<sup>st</sup> and June 30<sup>th</sup> of the current academic year.

\*If you need more spaces, please attach a sheet with additional family members listed.\*

Full Name	Age	Relationship to Student	College attending (current year)	Enrolled at Least Half Time (Y/N)
		Self	Kansas Wesleyan University	

Office Use Only:	#	#	Initials
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### Parent Contact Information:

The Office of Financial Aid will use this information to contact the parents to quickly resolve questions to prevent delays in processing your financial aid awards.

Parent Name:

Parent Email Address:

Parent Cell Phone: (       )

Student Name: Last First Middle Initial KWU Student ID # or Social Security Number Date

**SECTION C: INCOME INFORMATION**

Tax returns are Federal IRS Form 1040, Puerto Rican Tax Return, or a foreign income tax return.

**Initial to the left** which of the circumstances that is true for you regarding your tax filing status. If you will not/did not file taxes for the FAFSA required tax year, please be sure to include each employer and amounts earned from work in the box below and attach copies of W-2 forms for all employers.

<b>1. Student's Tax and Income Information</b>			Office use only															
	I gave consent and approval for FAFSA to obtain my federal tax information automatically from the IRS.																	
	I did not give consent and approval for FAFSA to obtain my federal income tax data; therefore, I attached a copy of my IRS Tax Return Transcript <b>OR</b> a <u>signed</u> copy of my Tax Return (1040) and associated schedules from the required FAFSA tax year.																	
	<p>I did not and will not file a U.S. Income Tax Return because (initial one option that is true for you):</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 30%; padding: 5px; vertical-align: top;"> <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>I had zero earned or taxable income in the required FAFSA tax year</p> </div> </td> <td style="width: 10%; text-align: center; padding: 5px;"><b>OR</b></td> <td style="width: 60%; padding: 5px; vertical-align: top;"> <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>I had too little taxable income to be required to file a tax return. <b><i>Please complete the table below and attach a copy of all W-2 forms for student.</i></b></p> </div> </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%; padding: 5px;">Employer</th> <th style="width: 20%; padding: 5px;">Amount earned</th> <th style="width: 20%; padding: 5px;">W-2 Attached (Y/N)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px; text-align: center;">\$</td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px; text-align: center;">\$</td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px; text-align: center;">\$</td> <td style="padding: 5px;"> </td> </tr> </tbody> </table>	<div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>I had zero earned or taxable income in the required FAFSA tax year</p> </div>	<b>OR</b>	<div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>I had too little taxable income to be required to file a tax return. <b><i>Please complete the table below and attach a copy of all W-2 forms for student.</i></b></p> </div>	Employer	Amount earned	W-2 Attached (Y/N)		\$			\$			\$			
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Employer	Amount earned	W-2 Attached (Y/N)																
	\$																	
	\$																	
	\$																	
<b>2. Parent(s)' Tax and Income Information</b>																		
	I gave consent and approval for FAFSA to obtain my federal tax information automatically from the IRS.																	
	I/We did not give consent and approval for FAFSA to obtain my/our income tax data; therefore, I/We attached a copy of my/our IRS Tax Return Transcript <b>OR</b> a <u>signed</u> copy of my/our Tax Return (1040) and associated schedules from the required FAFSA tax year. <b><i>I understand that I must also provide a signed copy of a Tax Return for my spouse or significant other if he/she is listed in Section B of this form, even if we were not married when filing taxes because we are currently married or living together.</i></b>																	

**\*Parent(s)' Tax and Income Information (Continued on Next Page)**

Student Name: Last First Middle Initial KWU Student ID # or Social Security Number Date

**Parent(s)' Tax and Income Information (Continued)**

I/We did not and will not file a U.S. Income Tax Return because (initial one option):			Office use only											
<input type="checkbox"/> I/We had zero earned or taxable income in the required FAFSA tax year	<b>OR</b>	<input type="checkbox"/> I/We had too little taxable income to be required to file a tax return. <b><i>Please complete the table below and attach a copy of all W-2 forms for parent and spouse.</i></b>												
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	\$													
	\$													
	\$													

**SECTION D: STUDENT HIGH SCHOOL COMPLETION**

**Please select the box below for the statement which best describes you:**

<input type="checkbox"/>	I DID graduate from High School and have a high school diploma.	<b>Office Use Only:</b> HS Transcript Ok: Yes or No IF NO: <input type="checkbox"/> HS Transcript Requested from HS <input type="checkbox"/> Dt _____ <input type="checkbox"/> Aid Placed on Hold <input type="checkbox"/> HS Transcript received Dt _____ <input type="checkbox"/> HS Transcript Ok: Yes or No
<input type="checkbox"/>	I DID receive a GED.	
<input type="checkbox"/>	I DID graduate from a home school program.	
<input type="checkbox"/>	I DID NOT receive a high school diploma or its equivalent from any of the above sources.	

If you graduated from high school, a home school program, or received a GED, your application and admission file will be reviewed for documentation appropriate to satisfy this federal requirement. If additional documents are needed, the Office of Financial Aid will email you at your KWU email account. If you were admitted with 24 or more semester hours, please have your official high school transcript or GED forwarded to the KWU Office of Financial Aid.

**SECTION E: SIGNATURES**

**WARNING:** If you purposely give false or misleading information in establishing eligibility for federal student aid, you may be subject to a Federal fine up to \$20,000, a prison sentence, or both.

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct.

\*At least one parent who is on the FAFSA must sign.\*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



SECTION F: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

(To be completed in front of a Student Financial Planning Representative or Notary Public)

INSTRUCTIONS FOR SUBMISSION OF THIS FORM: (Please read carefully.)

- Option 1: Present this form IN PERSON to the Kansas Wesleyan University Office of Financial Aid along with an unexpired valid, government-issued photo identification...
Option 2: If you are unable to present this form in person to KWU Office of Financial Aid, you MUST SIGN BELOW IN THE PRESENCE OF A NOTARY PUBLIC to have this form notarized.

IMPORTANT: Please read and sign the Statement of Educational Purpose below indicating that the statement and all other information contained on this worksheet is true and correct. WARNING! If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a federal fine, a prison sentence, or both.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I \_\_\_\_\_ am the individual signing this Statement
(Print Student's Name)

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 Kansas Wesleyan University for the academic year of this verification.

Student Signature Date Student ID Number

NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

(for those unable to appear in person in the KWU Student Financial Planning Office)

State of \_\_\_\_\_, City/County of \_\_\_\_\_

On this date of \_\_\_\_\_, before me (notary's name),

personally appeared (name of person signing this form) \_\_\_\_\_,

and proved 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:

My commission expires on:

Notary Public's Signature

Date

KWU SFA ONLY:

Government ID accepted by \_\_\_\_\_ Date: \_\_\_\_\_

Attach photocopy of student's government issued ID.

Entered on FAA Access-On-Line on Date \_\_\_\_\_ by Initials \_\_\_\_\_

Attach FAA Access On Line print-

out.