

2019-20 Institutional Verification Worksheet – V5

(Contact: V5_Group)

Please complete and return:

By fax: (785) 404-1485 or scan and e-mail to finaid@kwu.edu or mail to the above address.

IMPORTANT: Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification by the federal government. The verification process will be conducted by Kansas Wesleyan University in accordance with U.S. Department of Education's rules 34 CFR, Part 668. If you, your spouse OR your parents will not file taxes for 2017, please be sure to include amounts earned from work in Section B and attach copies of W-2 forms for all 2017 employers. Parent(s) who did not file a 2017 tax return must provide an official IRS Verification of Non-Filing. See page 4.

By law we are obligated collect this information before awarding Federal Financial aid.
No further processing will be done until all documentation is provided.

Student Last Name	First	Middle	KWU Student ID # or Social Security Number	Date
Student Email address			Student Cell Phone number	

SECTION A: FAMILY INFORMATION

<p>Dependent Students: List the people in <u>your parents' household</u>. Include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yourself and your parent(s) (including stepparent) even if you don't live with your parents, and <input type="checkbox"/> 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 from July 1, 2019, through June 30, 2020 or (b) the children would be required to provide parental information when applying for federal student aid, and <input type="checkbox"/> Other people if they now live with your parents, and your parents provide more than half of their support from July 1, 2019 through June 30, 2020. 	<p>Independent Students: List the people in your household. Include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yourself, and your spouse if you have one, and <input type="checkbox"/> Your children, if you will provide more than half of their support from July 1, 2019 through June 30, 2020 and <input type="checkbox"/> Other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.
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Full Name	Age	Relationship to Student	College To Be Attended in 2019-20
		Self	Kansas Wesleyan University

Office Use Only:	#		#	Initials
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Student Last Name First Middle KWU Student ID # or Social Security Number Date

SECTION B: TAX FILER INFORMATION

Tax returns are Federal 2017 IRS Form 1040, 1040A, 1040EZ, a Puerto Rican tax return or a foreign income tax return.

Re: The Student's 2017 Tax Information		Office use only
<input type="checkbox"/>	I am not required to file a 2017 U.S. Income Tax Return. I understand that I will be required to complete and attach the KWU form titled <u>2019-20 Statement of Non-Filing of Taxes – Student</u> which I can download from www.kwu.edu > Current Students > Student Financial Planning > Forms > 2019-20, AND	
<input type="checkbox"/>	If I worked in 2017, <i>and did not file a tax form</i> . I also attach a copy of my 2017 W-2 Wage statements from each of my employer(s) in 2017. (W-2s lost? Contact your former employers for duplicates.) (W2s ARE REQUIRED)	
<input type="checkbox"/>	I am unmarried or am married and filed jointly with my spouse. I used the IRS Data Retrieval Tool within FAFSA to transfer my (our) 2017 income tax data into my FAFSA.	
<input type="checkbox"/>	I am unmarried or am married and filed jointly with my spouse. I was unable to use the IRS Data Retrieval Tool within FAFSA to transfer my (our) 2017 income tax data into my FAFSA; therefore I attach a 2017 IRS Tax RETURN Transcript downloaded from https://www.irs.gov/individuals/get-transcript .	
<input type="checkbox"/>	If I am married, but my spouse and I filed separate Federal Tax Returns for 2017, I attach my 2017 IRS Tax RETURN Transcript downloaded from https://www.irs.gov/individuals/get-transcript . <i>I understand that I must also provide a 2017 Tax RETURN Transcript for my spouse, even if we were not married in 2017.</i>	
<input type="checkbox"/>	If I am married, but my spouse and I filed separate Federal Tax Returns for 2017. I attach my spouse's 2017 IRS Tax RETURN Transcript downloaded from the IRS at https://www.irs.gov/individuals/get-transcript .	
<input type="checkbox"/>	I/we have been granted an extension by the IRS. Go to www.kwu.edu >Current Student > Student Financial Planning > Forms > 2019-20. Download the <u>2019-20 Verification by Extension Form</u> . Follow the instructions thereon or contact the Student Financial Planning Office for further instructions.	
Re: The Student's Parent(s)' 2017 Tax Information		Office use only
<input type="checkbox"/>	I am not required to file a 2017 U.S. Income Tax Return. I understand that I will be required to complete and attach the KWU form titled <u>2019-20 Statement of Non-Filing of Taxes – Parent</u> which I can download from www.kwu.edu > Current Students > Student Financial Planning > Forms > 2019-20, AND	
<input type="checkbox"/>	If I worked in 2017, <i>and did not file a tax form</i> . I also attach a copy of my 2017 W-2 Wage statements from each of my employer(s) in 2017. (W-2s lost? Contact your former employers for duplicates.) (W2s ARE REQUIRED) AND	
<input type="checkbox"/>	If I worked in 2017, <i>and did not file a tax form</i> . I also attach the completed IRS 4506T form attached at page 4.	
<input type="checkbox"/>	I am unmarried or am married and filed jointly with my spouse. I used the IRS Data Retrieval Tool within FAFSA to transfer my (our) 2017 income tax data into my FAFSA.	
<input type="checkbox"/>	I am unmarried or am married and filed jointly with my spouse. I was unable to use the IRS Data Retrieval Tool within FAFSA to transfer my (our) 2017 income tax data into my FAFSA; therefore I attach a 2017 IRS Tax RETURN Transcript downloaded from https://www.irs.gov/individuals/get-transcript .	
<input type="checkbox"/>	If I am married, but my spouse and I filed separate Federal Tax Returns for 2017, I attach my 2017 IRS Tax RETURN Transcript downloaded from https://www.irs.gov/individuals/get-transcript . <i>I understand that I must also provide a 2017 Tax RETURN Transcript for my spouse, even if we were not married in 2017.</i>	
<input type="checkbox"/>	If I am married, but my spouse and I filed separate Federal Tax Returns for 2017. I attach my spouse's 2017 IRS Tax RETURN Transcript downloaded from the IRS at https://www.irs.gov/individuals/get-transcript .	
<input type="checkbox"/>	I/we have been granted an extension by the IRS. Go to www.kwu.edu >Current Student > Student Financial Planning > Forms > 2019-20. Complete and submit this form AND download the <u>2019-20 Verification by Extension Form</u> . Follow the instructions thereon or contact the Student Financial Planning Office for further instructions.	



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

SECTION C: CHILD SUPPORT PAID INFORMATION

Please confirm the following for anyone who is living in your household. Dependent students should include information about parents and anyone supported by and living in your parent’s household. Independent students should include information about their spouse and any children they support. (Please respond to either the dependent questions or the independent questions – **not both**).

Dependent Students: <input type="checkbox"/> My parents paid child support during the 2017 calendar year (Complete the chart below). <input type="checkbox"/> My parents DID NOT pay child support during the 2017 calendar year (Skip to Section D).		Independent Students: <input type="checkbox"/> My spouse or I paid child support during the 2017 calendar year (Complete the chart below). <input type="checkbox"/> My spouse or I DID NOT pay child support. (Skip to Section D.)	
Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Child Support was Paid	Amount of Child Support Paid in 2017

SECTION D: HIGH SCHOOL COMPLETION - STUDENT

Please select the line below which best describes you:

<input type="checkbox"/>	I DID graduate from High School and have a high school diploma.	Office Use Only: 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, home school program, or received a GED, your application for Admission file will be reviewed for documentation appropriate to satisfy this federal requirement. If additional documents are needed, the Office of Student Financial Planning will email you at your KWU email account. If you were admitted with 24 or more semester hours, please have your high school transcript or GED forwarded to the KWU Office of Student Financial Planning.

SIGNATURES: By signing this worksheet, I (we) certify that all information reported to qualify for federal student aid is complete and correct. At least one parent must sign if you are dependent student. If only one parent’s financial information is on FAFSA, that parent should sign this form.

 Student Date Parent Signature Date
 (Required if parent data required on FAFSA)

 Student’s Spouse (Optional) Date

Parent Contact Information: (For parents of “Dependent Students only” (Dependent = Parent Financial Information required on FAFSA.) The Office of Student Financial Planning will use this information to contact the parent to quickly resolve questions to prevent delays in processing your awards.
Parent who completed FAFSA Name:
Parent who completed FAFSA: Email Address
Parent who completed FAFSA: Cell Phone () -



SECTION E: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

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

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 of up to \$20,000, a prison sentence, or both. By signing this statement, you certify that all the information reported in and for this student's application for financial aid is complete and accurate.

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 Kansas Wesleyan University for 2019-20.

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

Option 1: Present this form IN PERSON to the Kansas Wesleyan University Office of Student Financial Planning along with valid, government-issued photo identification (i.e. driver's license, state issued photo identification, military identification, or passport). If you present this form in person to the KWU Office of Student Financial Planning, we will maintain a copy of your government photo identification and date received and name of official who collected it.

Option 2: If you are unable to present this form in person to KWU Office of Student Financial Planning, you MUST HAVE IT NOTARIZED below. Notary publics can typically be found at banking institutions and government offices such as your local County Clerk.

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 provided 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 (signature) _____ My commission expires on (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.