KANSAS WESLEYAN UNIVERSITY

Office of Financial Aid
Pioneer Hall 190
100 E. Claflin, Salina, KS 67401
Telephone: (785) 833-4315 ***FAX***: (785) 404-1485 ***Email***: finaid@kwu.edu

V5

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.*

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

STUDENT NAME	Student ID#	Soc. Sec. #	Birthdate	Phone Number

Submit to the Financial Aid Office within 30 days after notification. If more space is needed for any line item on this form, provide a separate page that includes the student's name and ID number at the top.

SECTION 1 – NUMBER OF HOUSEHOLD MEMBERS

Dependent Student: List your parents/stepparents/contributors, any siblings, and anyone else in your household that your family provides more than half their support between July 1st and June 30th of the current academic year. Do not include foster children. Attach a separate sheet if necessary.
Independent Student: List yourself, your spouse/contributor (if married), your children, your spouse's/contributor's children and anyone else in your household you will provide more than half of their support between July 1st and June 30th of the current academic year. Do NOT include foster children. Attach a separate sheet if necessary.

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

SECTION 2 – VERIFICATION OF HOUSEHOLD INCOME INFORMATION

DEPENDENT Students

Check the box that applies to the STUDENT

- ☐ The student is unable to use the DDX on the FAFSA and instead will provide the school with a **signed** and **dated** copy of their taxes for the FAFSA required tax year.
- ☐ The student was employed in the FAFSA required tax year but was not required to file and has listed on the next page the names of all employers, the amount earned from each employer, and whether an IRS W-2 form, or equivalent document is provided. **REQUIRED:** Copies of all IRS W-2 forms issued to the student by their employer in the Employer Income box.
- ☐ The student was *NOT employed* and had no income earned from work in the FAFSA required tax year.

Check the box that applies to the PARENT

- ☐ The parent(s)/contributor(s) is unable to use the DDX on the FAFSA and instead will provide the school with a **signed** and **dated** copy of their taxes for the FAFSA required tax year.
- ☐ If the parent(s)/contributor(s) ***filed separate*** IRS income tax returns and were unable to use the DDX they will instead provide the school with a **signed** and **dated** copy of their taxes for the FAFSA required tax year for each parent in the household.
- ☐ One or both parents/contributors were employed in the FAFSA required tax year and have listed on the next page the names of all employers, the amount earned from each employer, and whether an IRS W-2 form, or equivalent document is provided. **REQUIRED:** Copies of all IRS W-2 forms issued to the parent/contributor by their employer in the Employer Income box
- ☐ Neither parent/contributor was employed nor had income earned from work in the FAFSA required tax year.

INDEPENDENT Students

Check the box that applies to the STUDENT AND SPOUSE (if married)

- ☐ The student and spouse, if married, is unable to use the DDX on the FAFSA and instead will provide the school with a **signed** and **dated** copy of their taxes for the FAFSA required tax year.
- ☐ The student and/or spouse (if married) was employed in the FAFSA required tax year but was not required to file and has listed on the next page the names of all employers, the amount earned from each employer, and whether an IRS W-2 form, or equivalent document is provided. **REQUIRED:** Copies of all IRS W-2 forms issued to the student and/or spouse (if married).
- ☐ The **student** was *NOT employed* and had no income earned from work in the FAFSA required tax year.
- ☐ The **spouse** was *NOT employed* and had no income earned from work in the FAFSA required tax year.

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Income Earned from Employment			
Employer's Name	**IRS W-2 or an Equivalent Document Provided?**	**Student Annual Amount Earned**	**Spouse/Contributor or Parent/Contributor Annual Amount**
Total Amount of Income Earned from Work		$	$

Note: If the student and/or spouse/contributor or if one or more parent/contributor in the household was not required to file taxes, regardless of whether income was earned, a verification of non-filing status letter from the IRS or other relevant tax authority is also required.

☐ Check here if Verification of Non-Filing status is provided.

☐ Check here if Verification of Non-Filing status will be provided later.

SECTION 3 – VERIFICATION OF IDENTITY

To complete verification at Kansas Wesleyan University and to verify your identity, you must present:

An unexpired, valid, government-issued photo identification (ID) such as a U.S. passport, a driver's license, or other state issued ID that is acknowledged in the notary statement below, or that is presented to a notary.

Check the box that applies below:

☐	The student appeared in person and presented acceptable identification to an institutionally authorized FAA individual. (Copy to be kept in student FA file)
☐	The student was unable to appear in-person and appeared on a video call with institutional personnel and presented the acceptable identification to an institutionally authorized individual.
☐	The student was unable to appear in-person and provided the institution with a copy of the acceptable identification presented to a notary and a signed notary statement. **(Notary Certificate of Acknowledgment on back page)**

SECTION 4 – REQUIRED SIGNATURES

Sign this worksheet. **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.

Each person signing below certifies that all the information reported is complete and correct. The student and parent/contributor are required to sign and date, but the spouse's signature is optional.

Student Signature (Required):_____ Date:_____

Parent/Contributor Signature (Required):_____ Date:_____

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

Spouse/Contributor Signature (Optional):_____ Date:_____

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KWU Office of Financial Aid ONLY:

Government ID accepted by _____ Date:_____

◯ Attach photocopy of student's government Issued ID.

Entered on FAFSA Partner Portal by _____ Date:_____

◯ Attach FAFSA Partner Portal print-out.

Verification completed in JFA student ISIR by _____ Date:_____

NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT
(for those unable to appear in person in the KWU Office of Financial Aid)

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**