2015-16 (V5) Verification Worksheet

Your 2015–2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Student Information

Student’s Last Name  Student’s First Name  Student’s M.I.  Student’s Social Security Number

_____________________________  ______________________________  _________________________

Student’s Street Address (include apt. no.)  Student’s Date of Birth

___________________________  _____________________________________________________

City  State  Zip Code  Student’s Email Address

___________________________  _____________________________________________________

Student’s Phone Number

B. Family Information

*Independent Student: List the people in your household. Include yourself, your spouse if you have one, and your children if you will provide more than half of their support from July 1, 2015 through June 30, 2016. Include other people only 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 through June 30, 2016.

*Dependent Student: List the people in your parents’ household. Include yourself, your parent/stepparent (even if you don’t live with them), and your parent/stepparent’s children who live with them. Include parent/stepparent’s other children who do not live with them if your parent/stepparent will provide more than half of their support from July 1, 2015 through June 30, 2016 or if the children would be required to give parental information when applying for federal student aid. List any other people who now live in your parent/step-parent’s household and if your parent will provide more than half of their support from July 1, 2015 through June 30, 2016.

Also, you must include the college name for any family member, excluding parents (for dependent students), who will attend college at least half time between July 1, 2015 and June 30, 2016, and will be enrolled in a financial aid eligible program. If you need more space, attach a separate page.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td></td>
<td></td>
<td>HCU</td>
</tr>
</tbody>
</table>

C. Income Information

1. TAX RETURN FILERS - Check the box that applies:

☐ IRS Data Retrieval Tool was used by: ☐ Student ☐ Parent (if dependent) ☐ Spouse (if married)

☐ Original IRS Tax Return Transcript** is attached for: ☐ Student ☐ Parent (if dependent) ☐ Spouse (if married).

☐ An amendment to the tax return was filed: If you filed an amendment to your tax return you cannot use the IRS Data Retrieval process. Instead, you must submit signed copies of both the original tax return and the IRS Form 1040X that were filed with the IRS. Both forms need to be signed and are needed to complete verification.
2. NON-TAX FILERS—Complete this section ONLY if the student/parent (or if married, student/spouse) did not and is not required to file a 2014 income tax return with the IRS.

Check the box that applies:

☐ A Tax Return was NOT filed by: ☐ Student ☐ Parent (if dependent) ☐ Spouse (if married)

☐ There was earned income for: ☐ Student ☐ Parent (if dependent) ☐ Spouse (if married)

You must attach copies of all 2014 W-2 forms issued for each person checked above. List every employer even if they did not issue an IRS W-2 form. Attach a separate sheet if more space is needed.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Attached?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. SNAP and Child Support

Complete this section ONLY if someone in the student’s (or parent’s) household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) any time during the 2013 and/or 2014 calendar years.

☐ Check here – If one of the persons listed in Section B of this worksheet received SNAP benefits in 2013 or 2014. If asked, I will provide documentation of the receipt of SNAP benefits to the Office of Financial Aid.

Complete this section ONLY if you or your parent/spouse (if married) paid child support in 2014.

☐ Check here – If either I, my parent/or spouse (if married), who is listed in Section B of this worksheet, paid child support in 2014. I have indicated below the name of the person who paid child support, the name of the person to whom child support was paid, the name of the child/children for whom child support was paid, and the total amount of child support that was paid in 2014 for each child. If asked, I will provide documentation of the payment of child support to the Office of Financial Aid.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to whom Child Support Was Paid</th>
<th>Name of Child for whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones (example)</td>
<td>Chris Smith</td>
<td>Terry Jones</td>
<td>$6,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet. Check the box of the document you will attach to this worksheet:

☐ High school diploma or high school transcript including graduation date.

☐ A copy of the student’s General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate

☐ For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.

☐ Academic transcript of a successfully completed two-year program acceptable for full credit toward a bachelor’s degree.

☐ For a homeschooled student from a state where state law requires the 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.

☐ For a homeschooled student from a state where state law does not require the 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

**F. Documentation of Identity/Statement of Educational Purpose**

In order to complete the Verification process, you will need to appear in person at your postsecondary institution and present your government issued ID (such as a driver’s license, military ID, passport, etc.) and this verification worksheet to an institutionally authorized financial aid administrator. Your financial aid administrator will need to validate the statement below at the time of submission by maintaining a copy of your photo ID and by providing a signature and date. **If you cannot appear in person to submit this worksheet, you will need to provide a copy of your government issued ID and this worksheet notarized by a public notary.**

► **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 **Heritage Christian University** for 2015-2016.

(Student’s Signature) ___________________________ Date) ______________________ (Student’s ID Number)

► **Notary’s Certificate of Acknowledgement**

State of ___________________________ City/County of ___________________________ On ___________________________, before me, ___________________________, personally appeared ___________________________ and proved to (Notary’s name) ___________________________ (Printed name of signer) me on basis of satisfactory evidence of identification, ___________________________, to be the above-named person who signed the foregoing instrument. (Type of government-issued photo ID provided)

WITNESS my hand and official seal ___________________________ My commission expires on ___________________________.

(Notary Signature) ___________________________ (Date Commission Expires) ___________________________

(Seal)

**G. Certification and Signatures**

Each person signing this worksheet certifies that all information reported on it is complete and correct. If the student is dependent, at least one parent must sign. Your financial aid cannot be processed until the financial aid office receives the required Verification documents. Your school must review the requested information, under the financial aid program rules (34 CFR, Part 668), and submit corrections if necessary.

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

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
<th>Parent’s Signature (Dependent Students Only)</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Spouse’s Signature (optional)</th>
<th>Date</th>
</tr>
</thead>
</table>

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

Submit: 
By Mail: Heritage Christian University, P.O. Box HCU, Florence, AL 35630, Attn: Mechelle
2015-2016 INSTRUCTIONS FOR IRS DATA RETRIEVAL TOOL

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web. If you did not use the IRS Data Retrieval Tool and would prefer to, go to www.fafsa.gov, log in to your FAFSA record, select “Make Corrections to a Processed FAFSA” and navigate to the Financial Information section of the form. Select to use the IRS Data Retrieval Tool and follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2014 IRS income tax information into your FAFSA.

Who Cannot Use the IRS Data Retrieval Tool?

- A married independent applicant and spouse who filed separate tax returns.
- When the parents of a dependent student filed separate tax returns.
- If an applicant or applicant’s parent (dependent students only) filed a Puerto Rican or Foreign Tax Return.
- An applicant or applicant’s parent (dependent students only) who have had a change in marital status after the end of the tax year on December 31, 2014.
- An applicant, parent (dependent students only) or spouse, who has filed an amended tax return.

**To obtain an IRS Tax Return Transcript go to www.IRS.gov and click on the “Order a Return or Account Transcript” link or call 800-908-9946. Be sure to request the “IRS Tax Return transcript” and NOT the “IRS Tax Account Transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2014 IRS tax return was filed.)

It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you and your spouse or your parent are married and filed separate 2014 tax returns, a tax return transcript for both must be submitted. You may also request a tax transcript by mailing or faxing the paper Form 4506T-EZ, which can be printed from the IRS website.