

2018-2019 Verification Worksheet

Dependent Student –V5

The FAFSA application was selected by the Department of Education for a process called “verification.” In this process, we are required by law to compare the information reported on the FAFSA with the information provided on this form along with copies of the student and parents’ 2016 IRS federal tax transcripts. The financial aid cannot be finalized until verification has been completed, please provide the required documents as soon as possible.

To complete the verification process, please follow these steps:

1. Provide student and parents’ 2016 Federal Tax Information by utilizing the IRS Data Retrieval Tool built into the FAFSA or request a copy of your IRS Tax Transcript directly from the IRS.
2. Please write clearly, complete all sections, and sign the worksheet.
3. Bring, mail, email or fax the completed form, tax transcripts, and any other documents to our office.
4. We will compare the information on these documents and request additional information or make corrections if necessary.

STUDENT INFORMATION

Name _____ Birth Date _____ SSN or ID Number _____

Home Address _____

Parent’s Name _____

Parent’s Daytime Phone _____

Parent’s E-Mail _____

Custodial Parent Mother/Father (Please Circle)

FAMILY INFORMATION

List below the people in the parent’s household. Include:

- The student and parents (including stepparent) even if the student doesn’t live with the parents
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents, and the parents provide more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2019.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page

FULL NAME	AGE	RELATIONSHIP	COLLEGE	WILL BE ENROLLED AT LEAST HALF TIME (YES or NO)

STUDENT INCOME INFORMATION

1. Check the box that applies:
 - The student **has used** the IRS 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 IRS 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 once the 2016 IRS income tax return has been filed.
 - The student is **unable or chooses not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a 2016 IRS Tax Return Transcript(s).

A 2016 IRS Tax Return Transcript may be obtained through: Online Request – go to www.IRS.gov, under the Tools heading on the IRS homepage, click “Get a Tax Transcript by Mail.” Click “Get Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and NOT the “IRS Tax Account Transcript.” Telephone Request – 1-800-908-9946 or Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

2. If the student did not file and is not required to file a 2016 federal income tax return, list below your employer(s) and any income received in 2016. **Please submit copies of all W-2 forms or other earnings statements.**

NON-TAX FILER'S NAME	NAME OF EMPLOYER(S) IN 2016	IRS W-2 PROVIDED? YES\NO	AMOUNT EARNED IN 2016

PARENT INCOME INFORMATION 2016

1. Check the box that applies:

- The parents' **have used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents' **have not yet used** the IRS 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 once the 2016 IRS income tax return has been filed.
- The parents' are **unable or chooses not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a 2016 IRS Tax Return Transcript(s).

A 2016 IRS Tax Return Transcript may be obtained through: Online Request – go to www.irs.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click "Get Transcript by Mail." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." Telephone Request – 1-800-908-9946 or **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

2. If the parent(s) **did not file and are not required to file** a 2016 federal income tax return, submit **Verification of Nonfiling form IRS Form 4506-T or IRS Form 4506T-EZ** and list below your employer(s) and **all** income received in 2016. **Please submit copies of all W-2 forms or other earnings statements.**

NON-TAX FILER'S NAME	NAME OF EMPLOYER(S) IN 2016	IRS W-2 PROVIDED? YES\NO	AMOUNT EARNED IN 2016

RECEIPT OF SNAP BENEFITS

The parent certifies that _____, a member of the parents' household, received benefits from the Supplemental Nutrition Assistance Program (SNAP) sometime during 2016 or 2017. SNAP may be known by another name in some states. For assistance in determining the name used in the state, please call 1-800-433-3243.

Note: If we have reason to believe that the information regarding receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefit in 2016 or 2017.

CHILD SUPPORT PAID

Complete this section if the parents paid child support in 2016.

Name of Person Who PAID Child Support _____

Name of Person to Whom Child Support was PAID _____

Name and Age of Child for Whom Support was PAID _____

Annual Amount of Child Support PAID in 2016 _____

Note: If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as: signed statement from the individual receiving the child support certifying the amount of child support received; or copies of the child support payments checks, money order receipts, or similar records of electronic payment having been made.

CERTIFICATIONS AND SIGNATURE

Each person signing below certifies that all the information reported is complete and correct. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both. This application requires a student signature and at least one parent signature. **Please note: the signature cannot be typed.**

Student Signature _____ **Date** _____
Parent Signature _____ **Date** _____

Please return this form to: Loyola University -Office of Scholarships and Financial Aid 6363 St. Charles Ave New Orleans LA 70115
Fax (504) 865-3233 www.loyno.edu/financialaid

Identity Verification and Statement of Educational Purpose

Do not complete this page in advance. You must complete and sign this page IN PERSON at the Financial Aid Office at your college

Student's Name: _____ **Social Security number** _____

You have been selected by the U.S. Department of Education to verify your identity and educational plans. You must appear in person at the Financial Aid Office at your college and present a piece of valid government-issued identification to a financial aid representative. The representative will review and copy this piece of identification which will be maintained in your student file.

Statement of Educational Purpose

I certify that I, _____
(Print 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

Loyola University New Orleans for 2018-2019.

Student's Signature: _____ **Date:** _____

1. Proof of Identity

The above-named student has presented valid government-issued photo identification such as a state driver's license, non-driver's license, military identification or passport which verifies his or her identity.

FA Certifying Officer's Signature _____ **Date Received** _____

2. Completion of High School or the Equivalent

The above-named student has submitted a final high school transcript or other acceptable documentation to the Scholarships and Financial Aid Office that shows evidence of graduation from an accredited high school or educational institution, state-issued general education equivalency (GED), or evidence of home schooling.

FA Certifying Officer's Signature _____ **Date Received** _____

Student's Signature: _____ **Date:** _____