

What is Verification?

Your 2015-2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal regulation states that prior to disbursing federal student aid, Kentucky Christian University must confirm the information you and your parent(s), or spouse (if married), reported on your FAFSA. To verify that accurate information was provided, the Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documentation. If there are differences, your FAFSA information may need to be amended.

What You Should Do:

- Obtain a **2014 Federal IRS Tax Return Transcript (TRT)** for yourself, your parents/stepparents, or your spouse (if married). (If you used the IRS Data Retrieval Tool to transfer your IRS income data to your FAFSA, you do not have to submit the IRS Tax Return Transcript.)
A photocopy of your income tax return is not acceptable.
 - 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 1-800-908-9946. Make 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 the 2013 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.
- Obtain all 2014 **W2s** and/or **1099s** for yourself, your parents/stepparents, and/or your spouse (if married).
- Complete and sign this worksheet.
 - Dependent Students – Complete Sections A, B, C, D, E, and F
 - Independent Students – Complete Sections A, C, D, E, and F
- Submit the completed worksheet, tax return transcripts, W2s and/or 1099s, and any other required documents to the Financial Aid Office.
- Regarding Section F of this worksheet: If you do not appear in person to a Financial Aid representative at Kentucky Christian University, be sure that you have attained the required witness of a Notary Public.
- After a financial aid representative reviews your information, you could be asked to submit additional documentation. When all the information has been reviewed, after adjustments are made, you will receive a financial aid award letter.

Helpful Definitions:

- Dependent Student – one who is required by federal regulations to include parents' information on the FAFSA.
- Independent Student – one who is not required by federal regulations to include parents' information on the FAFSA.

A. STUDENT AND FAMILY INFORMATION

Student's Last Name

First Name

M.I.

Social Security Number

Street Address (include apt. no.)

Date of Birth

City

State

Zip Code

Home Phone Number (include area code)

Email Address

Alternate or Cell Phone Number



Dependent Student: List the people that your parents will support between July 1, 2015 and June 30, 2016. Include yourself, your parents/stepparents, and your parents' other children if: (a) your parents provide more than half of their support, or (b) the children would be required to provide parental information when applying for federal student aid. Include other people only if they now live with your parents and receive, and will continue to receive, more than half their support from them between July 1, 2015 and June 30, 2016.



Independent Student: List the people that you and your spouse (if married) will support between July 1, 2015 and June 30, 2016. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and receive, and will continue to receive, more than half their support from you between July 1, 2015 and June 30, 2016.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half-Time?
Jacob Alexander (example)	21	Brother	University of Montana	Yes
		Self	Kentucky Christian University	

Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2015, and June 30, 2016. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

B. PARENTS - INCOME AND BENEFITS INFORMATION

Check the appropriate box below and provide the requested information and documents.

Parent(s) used the IRS Data Retrieval Tool to transfer 2014 income information to the FAFSA on _____.
(date)

Parent(s) did not (or could not) transfer 2014 income information to the FAFSA using the IRS Data Retrieval Tool. Parents have attached a copy of 2014 IRS Tax Return Transcript(s). **Copy of Federal tax return is not acceptable.**

Parent(s) 2014 IRS Tax Return Transcript (TRT) will be submitted to KCU at a later date. TRT was ordered from the IRS on _____ (date).

Student's Name _____ Last Four of SSN _____

- Parent(s) was not employed and had no income earned from work in 2014.
- Parent(s) filed an amended 2014 income tax return and will submit to the school a 2014 IRS tax return transcript or signed copy of the original 2014 IRS income tax return that was filed with the IRS, AND a signed copy of the 2014 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.
- Parent(s) did not and was not required to file a 2014 federal income tax return. Listed below are the sources and amounts of any earned income received in 2014, but not reported on a tax return. Additionally, W2s and/or 1099s issued by any and all employers are attached.

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
<i>Sheila's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

C. SNAP BENEFITS AND/OR CHILD SUPPORT PAID

Complete This Section Only If Your FAFSA Indicates Receipt of SNAP Benefits and/or Child Support Paid.

- In 2013 or 2014, one of the family members listed in Section A of this worksheet received **food stamps (SNAP)** benefits.
- Parent, Student, and/or Spouse paid **child support** in 2014. The required information below has been completed in full.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name & Age of Child for Whom Support Was Paid	Amount of Support Paid in 2014
<i>Jordan Jones (example)</i>	<i>Taylor Smith</i>	<i>Meri Jones</i>	<i>\$6,000.00</i>

D. STUDENT (AND SPOUSE, IF MARRIED) – INCOME AND BENEFITS INFORMATION

Check the appropriate box below and provide the requested information and documents.

- Student/spouse used the IRS Data Retrieval Tool to transfer 2014 income information to the FAFSA on _____. (date)
- Student/spouse did not (or could not) transfer 2014 income information to the FAFSA using the IRS Data Retrieval Tool. Student/spouse has attached a copy of 2014 IRS Tax Return Transcript(s).
- Student/spouse will submit 2014 IRS Tax Return Transcript (TRT) to KCU at a later date. TRT was ordered from the IRS on _____ (date).
- Student/spouse was not employed and had no income earned from work in 2014.

Student's Name _____ Last Four of SSN _____

- Student/spouse filed an amended 2014 income tax return and will submit to the school a 2014 IRS tax return transcript or signed copy of the original 2014 IRS income tax return that was filed with the IRS, AND a signed copy of the 2014 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.
- Student/spouse did not and was not required to file a 2014 federal income tax return. Listed below are the sources and amounts of any earned income received in 2014, but not reported on a tax return. Additionally, W2s and/or 1099s issued by any and all employers are attached.

Employer's Name	2014 Amount Earned	IRS W-2 Attached?
<i>Sheila's Auto Body Shop (example)</i>	\$2,000.00	Yes

E. CERTIFICATION AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

Student's Signature

Date

Parent's Signature (required for dependent students)

Date

Student's Name _____ Last Four of SSN _____

D. IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

If the student is unable to appear in person at Kentucky Christian University to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing
(Print Student's Name)

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 _____ for 2015-2016.
(Name of Postsecondary Educational Institution)

(Student's Signature) _____
(Date)

(Student's KCU ID Number)

Notary's Certificate of Acknowledgement

State of _____, City/County of _____

On _____, before me, _____
(Date) (Notary's name)

personally appeared, _____, and provided to me on basis of
(Printed name of signer)
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
(seal)

(Notary signature)

My commission expires on _____
(Date)

Do not mail this worksheet to the U.S. Department of Education.

**Submit this worksheet to:
Kentucky Christian University, Financial Aid Office
100 Academic Parkway
Grayson, Kentucky 41143**

You should make a copy of this worksheet for your records.