

# 2015-16 Institutional Verification Worksheet – V1

**Do not mail this worksheet to the Department of Education. Please complete and Return by mail to:**

Kansas Wesleyan University Attn: Financial Aid, 100 E. Claflin Ave, Salina, KS 67401

**Return by Fax:** (785) 404-1485 **or scan and e-mail to** [finaid@kwu.edu](mailto:finaid@kwu.edu)

**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 2014, please be sure to include amounts earned from work in Section B and attach copies of W-2 forms for all 2014 employers.

By law we have the right to ask for this information before awarding Federal Financial aid.  
No further processing will be done until all documentation is provided.

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

## SECTION A: FAMILY INFORMATION

### Dependent Students:

List the people in your parents’ household. **Include:**

- yourself and your parent(s) (including stepparent) even if you don’t live with your parents, **and**
- 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, 2015, through June 30, 2016 or (b) the children would be required to provide parental information when applying for federal student aid, **and**
- other people **if they now live with your parents**, and your parents provide more than half of their support from July 1, 2015 through June 30, 2016.

### Independent Students:

List the people in your household. **Include:**

- yourself, and 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, **and**
- 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, 2015 through June 30, 2016.

Full Name	Age	Relationship	College
		Self	Kansas Wesleyan

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

**SECTION B: TAX FILER INFORMATION**

FOR THE STUDENT

Tax returns include the Federal 2014 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

- Check here if you will **not** file and are **not** required to file a 2014 U.S. Income Tax Return. You will be required to complete and attach the 2014-15 Statement of Non-Filing of Taxes – Student which you can download from [www.kwu.edu](http://www.kwu.edu)>Current Students>Student Financial Planning>Forms.
- Check here if you have filed, **and** had your tax information imported to your 2014-15 FAFSA using the IRS Data Retrieval Tool
- I/we have been granted an extension by the IRS. (Go to [www.kwu.edu](http://www.kwu.edu)>Current Student>Student Financial Planning>Verification>IRS Data Retrieval>Verification & Tax Extensions. Download the 2015-16 Verification Extension form. Follow the instructions thereon or contact the Student Financial Planning Office for further instructions.
- I was unable to use the IRS Data Retrieval Tool. My 2014 IRS tax transcripts are attached

FOR THE PARENT/SPOUSE

Tax returns include the Federal 2014 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

- Parent/Spouse will not and is not required to file a 2014 Income Tax Return. You will be required to complete and attach the 2015-16 Statement of Non-Filing of Taxes – Parent of Dependent Student(s) which you can download from [www.kwu.edu](http://www.kwu.edu)>Current Students>Student Financial Planning>Forms.
- Parent/Spouse filed a 2014 income tax return, **and** had their tax documents imported to the 2015-16 FAFSA using the IRS Data Retrieval Tool.
- Parent/Spouse have been granted an extension by the IRS. (Attach copy of IRS Form 4868. Go to [www.kwu.edu](http://www.kwu.edu)> Current Student>Student Financial Planning>Verification>IRS Data Retrieval>Verification & Tax Extensions. Follow the instructions there on or contact the Student Financial Planning Office for further instructions.)
- Parent/Spouse unable to use IRS Data Retrieval Tool. Tax transcripts are attached.

**SECTION C: FOOD STAMPS—SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)**

Please confirm the following for anyone who is living in your household. (Please respond to either the dependent questions or the independent questions – not both)

**Dependent Students:**

- My parents received benefits from the Supplemental Nutrition Assistance Program (SNAP - formerly known as food stamps) at any time during the 2014 calendar year.
- My parents **DID NOT** receive SNAP benefits during the 2014 calendar year.

**Independent Students:**

- My spouse or I received benefits from the Supplemental Nutrition Assistance Program (SNAP-formerly known as food stamps) at any time during the 2014 calendar year.
- My spouse or I **DID NOT** receive SNAP benefits during the 2014 calendar year.

**SECTION D: CHILD SUPPORT PAID**

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:**

- My parents paid child support during the 2014 calendar year (Complete the chart below).
- My parents **DID NOT** pay child support during the 2014 calendar year (Skip to Section E).

**Independent Students:**

- My spouse or I paid child support during the 2014 calendar year (Complete the chart below).
- My spouse or I **DID NOT** pay child support

Office Use Only:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**SECTION D: CHILD SUPPORT PAID (Continued)**

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 2014

Office Use Only:	
Initials	Date

**SECTION E: SIGNATURES**

**WARNING:** If you purposely give false or misleading information in establishing 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 worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct. At least one parent must sign if you are a dependent student.

\_\_\_\_\_  
Student \_\_\_\_\_ Date \_\_\_\_\_ If Dependent - Parent-required \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Student's Spouse (Optional) \_\_\_\_\_ Date \_\_\_\_\_

<b>Parent Contact Information</b> (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 _____ ( ) _____ - _____