



Park University

2018-2019

V5 Comprehensive Verification Work Sheet

Verification is the process by which certain required information on the FAFSA is reviewed for accuracy and completeness. The SFA Office will notify you if any additional documentation is needed or any additional questions need to be answered. If there are differences between your application information and your financial documents, corrections may need to be made.

Please upload this completed form within your Financial Aid Student Portal at:

<https://finaid.park.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartnerStudent%20>

Student's Last Name	First Name	Student ID #
<hr/>		
Address (include apt. #)	City	State
		Zip Code
<hr/>		
Phone Number	Additional E-mail Address	

Incomplete forms will not be processed – if a section does not apply to you, enter “n/a” or “0”.

Section A. – for both Student and Parents of dependent students

Independent Student (If you were **not** required to report parental information on the FAFSA):

1. List yourself and your spouse if you are married.
2. List your children, if you will provide more than half of their support from July 1, 2018, through June 30, 2019.
3. List other people currently living with you, for whom you will provide more than half of their support from July 1, 2018, through June 30, 2019.

Dependent Student (If you were required to report parental information on the FAFSA):

1. List yourself and your parent(s)—including stepparent—even if you do not live with your parent(s).
2. List your parent(s)' other children, even if they do not live with your parent(s) if your parent(s) will provide more than half of their 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 that child does not live with the parents.
3. List other people currently living with your parent(s), for whom your parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019.

Write the names of all household members including the name of the college for any household member who will be attending at least half-time between July 1, 2018, and June 30, 2019, and is enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Name(s) of all in household	Date of Birth	Relationship to Student	Name of College (if Attending)
		Self	Park University

Section B. – for student (and spouse)**Tax Status and Requirements:** Student/Spouse - Check the statement that applies:

- ☐ The student and/or spouse used the IRS Data Retrieval Tool for FAFSA on the Web to transfer 2016 IRS income information onto the student's FAFSA.
- ☐ The student and/or spouse did not or could not use the IRS Data Retrieval Tool for FAFSA on the Web. **You must attach an official 2016 IRS Tax Return Transcript(s) or Signed copy of 2016 Tax Return(s) (not an "account" transcript).**
- ☐ The student and/or spouse worked but was **not required** to file a 2016 Federal Tax Return. Complete the section below and **attach copies of your 2016 W-2's. Independent students must also attach an IRS Non-Filing Letter for the 2016 tax year.**

Name	Employer Name	2016 Amount Earned

- ☐ The student and/or spouse did **not** work in 2016 and is **not** required to file a tax return. **If you are an independent student, attach a copy of the IRS Non-Filing Letter for the 2016 tax year and explain how you financially supported yourself in 2016.** (Note: You may be asked to provide supporting documentation.)

Section C. – for Parents of Dependent Students**Tax Status and Requirements:** Parent (if you were required to report parent information on FAFSA) - Check the statement that applies:

- ☐ The parent used the IRS Data Retrieval Tool for FAFSA on the Web to transfer 2016 IRS income information onto the student's FAFSA.
- ☐ The parent did not or could not use the IRS Data Retrieval Tool for FAFSA on the Web. **You must attach an official 2016 IRS Tax Return Transcript(s) or Signed copy of 2016 Tax Return(s) (not an "account" transcript).**
- ☐ The parent worked but was not required to file a 2016 Federal Tax Return. Complete the section below and **attach copies of your parent's 2016 W-2's and the IRS Non-Filing Letter for the 2016 tax year.**

Name	Employer Name	2016 Amount Earned

- ☐ The parent did **not** work in 2016 and is **not** required to file a tax return. **Attach a copy of the IRS Non-Filing Letter for the 2016 tax year. Explain how your parent financially supported the family in 2016.** (Note: You may be asked to provide supporting documentation.)

To obtain a 2016 IRS Tax Return Transcript, Wage/Income Transcript, or IRS Non-Filing Transcript you may:

- Go to www.irs.gov; click on "get your tax record" and choose to download a copy or order a copy to be mailed to you (you will need personal information to create an account).
- Call the IRS at 1-800-908-9946 (generally received in about 10 days)
- To request a paper form, complete and mail IRS Form 4506-T (generally mailed within 10 days).
- If the resources above are not available:
 - Provide a *Signed copy* of 2016 Tax Return(s)
 - Complete a Park University "Statement of Non-Tax Filing"

Section D.

2016 UNTAXED INCOME – Report total year amounts for 2016 Be sure to complete ALL items in this section <u>If an item does not apply to you, you must enter \$0</u>	DO NOT LEAVE ANY ITEMS BLANK
Housing/Food/Other Living Allowances – Paid to clergy, and others (include cash payments/cash value of benefits.) For Military students Active Duty in 2016, include only BAS.	\$ /yr.
Payments to Tax Deferred Pension / Savings Plans – Paid directly or withheld from earnings including amounts reported on 2015 W-2 forms, boxes 12a – 12d (codes D, E, F, G, H, and S.)	\$ /yr.
Veteran Non-Education Benefits – such as Disability, Death Pension, DIC, and VA Educational Work-Study allowances. List the source of this income: _____	\$ /yr.
Any other untaxed income / benefits, cash received, money paid on your behalf, not listed above – Including worker’s compensation, disability, etc. <u>Do Not</u> include Social Security Benefits. List the source of this income: _____	\$ /yr.

Section E. – for Independent and Dependent Student**High School Completion Status**

Provide one of the following documents that indicate your high school completion status, check the box that applies:

- ☐ I have a High School Diploma –
- ☐ I am attaching a copy of my High School Diploma
 - ☐ I am attaching a copy of my High School transcript, which includes the date I completed High School.
- ☐ I have a GED
- ☐ I am attaching a copy of my GED Certificate
 - ☐ I am attaching a copy of my GED Transcript
- ☐ I was Home Schooled
- ☐ I am attaching a signed copy of my transcript or equivalent ☐
- I have none of the above
- ☐ I am attaching an academic transcript that indicates that I successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

Section F.

Required Signatures: Digital Signatures not accepted

I/we certify that all information reported on this form is complete and correct. I/we understand that changes in the FAFSA information based on the documentation provided may result in a change in financial aid eligibility.

Student

Date

Parent (Required for dependent students)

Date

If both parents are non-tax filers, both parents must sign.

Effective 9/23/2018, the IRS began masking certain personally identifiable information (PII) on the Tax Return Transcript and all other tax transcripts to help protect this information. To help our office identify tax transcripts that belong to family members other than the student (spouse or parents), please provide the name and last 4 digits of that family member's Social Security Number:

Spouse or Parent(s) Name:	Last 4 digits of Social Security Number:
	XXX - XX - ____ ____ ____ ____
	XXX - XX - ____ ____ ____ ____

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

Please upload this completed form within your Financial Aid Student Portal at:

<https://finaid.park.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartnerStudent%20>