



THE MASTER'S
UNIVERSITY

2019 - 2020 Federal Verification Worksheet

WHAT IS VERIFICATION?

Your application was selected by the U.S. Department of Education for review in a process called "Verification." The Office of Financial Aid must compare your FAFSA with the information you provide on this worksheet and possibly other financial documents. The Office of Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.

WHAT ARE THE STEPS?

1. Fill in and sign this worksheet – you and at least one parent (if dependent) must sign the form. The form can be completed by hand with black or blue ink, or completed electronically (the signature must be handwritten).
2. Complete the IRS Data Retrieval through FAFSA. (Visit our website www.masters.edu/verify for more information).
3. If you cannot complete Step 2, you may order a **TAX RETURN TRANSCRIPT** from the Internal Revenue Service online at www.irs.gov or by phone at 1-800-908-9946. Obtain a **2017 Federal IRS Tax Return Transcript and W-2 forms** for yourself, your spouse (if married) or your parents/step-parent (if dependent).
4. Review your FAFSA, Missing Information letters from the Office of Financial Aid, and the second page of this worksheet to see if you need to submit other documentation.
5. If you filed an extension, filed an amended return, were a victim of tax-related identity theft, or filed non-IRS income tax return, please visit www.masters.edu/verify for instructions about sending in additional documentation.

A. STUDENT AND FAMILY INFORMATION

Social Security Number: Last Name: _____ First Name: _____ MI: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of Birth: _____ Phone Number: _____

Write the name of all household family members including yourself. Also write the name of the college for any family member who will be attending college at least half-time between July 1, 2019 and June 30, 2020 and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

FOR INDEPENDENT STUDENTS: List the people that you (and your spouse) will support between July 1, 2019 and June 30, 2020. Include yourself, your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2019 – June 30, 2020. Exclude children/siblings whom are wards of the state, i.e. foster care.

DEPENDENT STUDENTS: List all the people in your household between July 1, 2019 and June 30, 2020. Include yourself, your parents, 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, 2019 and June 30, 2020. Exclude children/siblings whom are wards of the state, i.e. foster care.

NAME	AGE	RELATIONSHIP	COLLEGE
		Self	The Master's University

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B. STUDENT'S (AND SPOUSE'S) INCOME AND BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- I used the IRS Data Retrieval Tool (after my 2017 taxes were completed and processed by the IRS) to transfer my 2017 income information to the FAFSA and made no further changes to the information.
- I did not (or could not) transfer my 2017 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2017 IRS Tax Return Transcript(s)**.
- I was not required to file a 2017 Federal Income Tax Return. [Attach your **W-2 Forms** from all sources of earned income. Please list sources and amounts of any earned income received in 2017 for which there is no W-2. (Enter "No Job" under "Employer Name," if you did not work).]

EMPLOYER NAME	2017 AMOUNT EARNED
	\$
	\$

- In 2017 or 2018, I received **food stamps (SNAP)** benefits. [Attach a copy of your EBT pay history or a photocopy of your food stamps (SNAP) card.]
- I paid **child support** in the amount of \$_____ in the year 2017 to _____ residing at _____ for the following children: _____.

(recipient's address)

(name of child support recipient(s))

(list name of each child)

C. PARENT'S INCOME AND BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- I used the IRS Data Retrieval Tool (after my 2017 taxes were completed and processed by the IRS) to transfer my 2017 income information to the FAFSA and made no further changes to the information.
- I did not (or could not) transfer my 2017 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2017 IRS Tax Return Transcript(s)**.
- I was not required to file a 2017 Federal Income Tax Return. [Attach your **W-2 Forms** from all sources of earned income. Please list sources and amounts of any earned income received in 2017 for which there is no W-2. (Enter "No Job" under "Employer Name," if you did not work).]

EMPLOYER NAME	2017 AMOUNT EARNED
	\$
	\$

- In 2017 or 2018, I received **food stamps (SNAP)** benefits. [Attach a copy of your EBT pay history or a photocopy of your food stamps (SNAP) card.]
- I paid **child support** in the amount of \$_____ in the year 2017 to _____ residing at _____ for the following children: _____.

(recipient's address)

(name of child support recipient(s))

(list name of each child)

D. CERTIFICATION

I certify that all the information reported to qualify for Federal student aid is complete and correct.

Student's Signature: _____ Date: _____
Electronic signatures are not accepted

Spouse's Signature: _____ Date: _____
Electronic signatures are not accepted

Parent's Signature: _____ Date: _____
Electronic signatures are not accepted