

V5 Dependent 2021-22 Verification Worksheet

Your 2021-22 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information we will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete all sections and sign this worksheet and submit the form along with the required documents to the financial aid office. We may ask for additional information if necessary.

A. Dependent Student's Information

Student's Last Name	Student's First Name	MI	ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

B. Dependent Student's Family Information – Please read carefully and complete via. instructions

Number of Household Members: List below the people in your **parents' household**. Include:

- Yourself.
- Your parents (even if you don't live with your parents.)
 - If your parents are divorced, list the parent you lived with the most during the last 12 months.
 - If your parent is remarried, include step-parent
 - If your parents are unmarried but live together, list Parent #1 and Parent #2
- Include your parent(s)' other children, if your parents provide more than half of their support between July 1, 2021 and June 30, 2022 or if the children would be required to provide parental information if they were completing a 2021-22 FAFSA
- Include other dependents, if they now live with your parent(s) and your parent(s) will continue to provide more than half of their support through June 30, 2022.

Number in College: Please include in the "College" column below information about any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021, and June 30, 2022, include the name of the college.

****If more space is needed, provide a separate page with the student's name and ID number at the top.**

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		SELF	MISERICORDIA UNIVERSITY	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student Name: _____

Student ID Number: _____

C. Dependent Student's Income Information to Be Verified – Complete either 1. or 2.**1. Verification of 2019 Income Information for Student Tax Filers**

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at <https://studentaid.gov/>. In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- ☐ The student has used the IRS DRT in FAFSA on the Web to transfer 2019 IRS income tax return information into the student's FAFSA.
- ☐ The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA.
- ☐ The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**

- **** Please see page 6 for instructions to obtain a 2019 IRS Tax Return Transcript**

_____ Check here if a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** is provided.

_____ Check here if a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** will be provided later.

2. Verification of 2019 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- ☐ The student was not employed and had no income earned from work in 2019.
- ☐ The student was employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the student by the employer]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Student Name: _____

Student ID Number: _____

D. Parent's Income Information to Be Verified – Complete either 1. or 2.**1. Verification of 2019 Income Information for Parent Tax Filers**

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2019 or had a change in marital status after December 31, 2019.

Instructions: Complete this section if the parents filed or will file a 2019 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at <https://studentaid.gov/>.* In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

Check the box that applies:

- ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the student's FAFSA.
- ☐ The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2019 IRS income tax return information into the student's FAFSA.
- ☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules.**

**** Please see page 6 for instructions to obtain a 2019 IRS Tax Return Transcript**

If the parents filed separate 2019 IRS income tax returns, the IRS DRT cannot be used and the **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** must be provided for each.

- _____ Check here if a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** is provided.
- _____ Check here if a **2019 IRS Tax Return Transcript(s) or a signed copy of the 2019 income tax return and applicable schedules** will be provided later.

2. Verification of 2019 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- ☐ Neither parent was employed, and neither had income earned from work in 2019.
- ☐ One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2019 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2019
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS (**see page 6 for instructions**) or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- _____ Check here if confirmation of non-filing or a signed statement is provided.
- _____ Check here if confirmation of non-filing or a signed statement will be provided later.

Student Name: _____

Student ID Number: _____

E. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2021-2022:

Check the box of the document you will attach to this worksheet:

- ☐ A copy of the student's high school diploma.
- ☐ A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- ☐ A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- ☐ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- ☐ An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- ☐ For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- ☐ For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office. In some cases, your school's financial aid office may accept a copy of a Form DD 214 as proof of high school completion.

F. Identity and Statement of Educational Purpose

Section F is **ONLY** to be completed in person at the Institution or in front of a Notary.

Identity and Statement of Educational Purpose (Signed in person at the Institution)

The student must appear in person at Misericordia University – Financial Aid Office to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official, the below Statement of Educational Purpose.

Identity and Statement of Educational Purpose (Signed in the presence of a Notary only if unable to sign in person at the institution)

If the student is unable to appear in person at Misericordia University – Financial Aid Office to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired 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 Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

In addition, the student must sign, in the presence of a notary, the below Statement of Educational Purpose.

The following Statement of Educational Purpose is to be completed **only** in the presence of designated school official or notary.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **Misericordia University** for 2021-22.

(Student's Signature) (Date) (Student's ID Number)

(Financial Aid Administrator's Signature) Date

Notary's Certificate of Knowledge

State of _____ City/County of _____ On _____
before me, _____ personally appeared, _____
(Notary's Name) (Printed name of signer)

and proved to me on basis of 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) (Date Commission Expires)

Return this original form with your proof of Identity to your school's Financial Aid Office.

Student Name: _____

Student ID Number: _____

G. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

The student and one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

PLEASE: DO NOT EMAIL sensitive information such as tax documents, social security numbers or other personally identifiable information.

Instead, fax to 570-674-3063 or mail to:

Student Financial Services, Misericordia University, 301 Lake St., Dallas, PA 18612

**** A 2019 IRS Tax Return Transcript may be obtained through:**

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form. **This form is used to request a Tax Return Transcript or Verification of Nonfiling.**