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2018-2019 VERIFICATION WORK SHEET

A. STUDENT INFORMATION

Last Name	First Name	MI	Social Security Number
Permanent Address (include Apt No)			Date of Birth
City	State	Zip Code	Phone Number
Email Address		Alternate Phone Number	

Your application has been selected for review in a process called verification. In this process, Lincoln University will be comparing information from your application (FAFSA) with this worksheet and your IRS Data. Federal regulations require us to ask for this information before awarding federal aid. If there are differences between your application and the documents you submit, corrections may need to be transmitted to the federal processor.

Federal Financial Aid WILL NOT be disbursed until the verification process is complete.

Please feel free to contact us at the number above if you have any questions regarding this process.

WHAT YOU SHOULD DO

- 1 Complete all sections of this worksheet as requested in the additional information email sent to you and provide the required signatures.
- 2 **You are considered dependent if you were required to provide parental information on your FAFSA.**
- 3 Submit or deliver the completed verification worksheet and all requested financial documents to the Office of Student Financial Services **within 2 weeks of filing your Federal Tax Return and updating your FAFSA.**

B. HOUSEHOLD INFORMATION

Check One:

DEPENDENT STUDENT

List the people in your household excluding foster children. Include: (a) yourself, (b) your parent(s) (including stepparent) you used on the FAFSA (c) your parents' other children, (d) other people, **IF** your parents will provide more than half of their support from **July 1, 2018 through June 30, 2019.**

Also write in the name of the college for any household member, **excluding** your parent(s), who will be attending at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. Attach additional sheets if necessary.

INDEPENDENT STUDENT

List the people in your household, excluding foster children. Include: (a) yourself, (b) your spouse, if married (c) your children, (d) other people, **IF** you or your spouse will provide more than half of their support from **July 1, 2018 through June 30, 2019.**

Also write in 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 will be enrolled in a degree, diploma, or certificate program. Attach additional sheets if necessary.

Full Name	Age	Relationship	College
		Self	Lincoln University

C. TAX FORMS (all applicants) Tax filers, **if you did not use the IRS Data Retrieval Tool or were not eligible to use it, YOU must** include a copy of your 2016 IRS Federal Tax Return Transcript. *Please check the appropriate box(es) below.*

To obtain a **2016 IRS Tax Return Transcript**, go to <http://www.irs.gov/Individuals/Get-Transcript>, or call 1-800-908-9946. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return). In most cases, for electronic filers, a **2016 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2016 IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the **2016 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2016 paper IRS income tax return has been received by the IRS.

- Check here if you are attaching a **student** Federal Tax Return Transcript.
- Check here if you are attaching your **parent(s)** Federal Tax Return Transcript.
- Check here if you **will not** file and **are not required** to file a 2016 U.S. Income Tax Return.
- Check here if your parent(s) **will not file** and **are not required** to file a 2016 U.S. Income Tax Return.

***** If you (as independent student), your spouse, and/or parent(s) will not, and are not required, to file a 2016 U.S. Income Tax Return must submit an IRS Verification of Nonfiling Letter.**

An IRS Verification of Nonfiling Letter may only be requested in one of two ways:

- By using the IRS “Get Transcript Online” tool on the <https://www.irs.gov/individuals/get-transcript>; or
- By completing, printing, and mailing IRS Form 4506-T and checking box 7.

D. INCOME INFORMATION If YOU/YOUR SPOUSE &/ PARENT(S) did work and not file, you/they must attach copies of all 2016 W-2 forms, list every employer and amount earned (even if they did not issue you an IRS W-2 form)

Student _____

Parent/Spouse _____

E. UNTAXED INCOME (the below amounts should be based on 2016 income for both parents in household combined):
PARENT INFORMATION

Parent 1 Last Name	First Name	MI	Parent 2 Last Name	First Name	MI
Student/Spouse	Calendar Year 2016				Parent(s)
Untaxed Income					
	Untaxed portions of Individual Retirement Account (IRA) distributions				
	Untaxed portions of Pensions and Annuity distributions				
	IRA deductions and payments				
	Tax-Exempt Interest Income				
	Education Tax Credits				
	Total				Total

E. EXPLANATION OF FINANCIAL SUPPORT – Provide a brief explanation of how your household members were financially supported during 2016 calendar year.

F. Each person signing this form certifies that all the information reported on it is complete and correct.

Student Signature _____ **Date** _____ **Parent Signature (If student is dependent)** _____ **Date** _____

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

For Internal Use Only:
VERIFIED BY _____