

2016-2017 DEPENDENT Verification Worksheet

Verification Group V5

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification".

The following items are required prior to a financial aid award being finalized:

- (1) This completed and signed Verification Worksheet.
- (2) Your 2015 Federal Tax Transcript (if IRS Data Retrieval Tool was not utilized), or if applicable, the Statement of Non-Filing in Section C. Any W-2 or 1099 statements from 2015.
- (3) Your Parent(s)' 2015 Federal Tax Transcript (if IRS Data Retrieval Tool was not utilized), or if applicable, the Statement of Non-Filing in Section D. Any W-2 or 1099 statements from 2015.

If there are any differences between your FAFSA information and your financial documents, Lincoln University may need to make corrections to your record.

Section A: Student's Information	Student ID Number	
	XXX-XX	
Last Name, First Name, M.I.	Social Security Number	
Street Address	Date of Birth	
City, State, Zip Code	Phone Number	

Section B: Dependent Student's Family Information

List below the people in your <u>parent(s)</u>' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, <u>at least half time</u> in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at
				Least Half Time
		Self	Lincoln University	

Student's Name:	Student ID #
Section C: Dependent Student's Income Info	ormation to Be Verified
TAX RETURN FILERS— Important Note: If the student filed, or v financial aid administrator before comp	will file, an amended 2015 IRS tax return, the student must contact the leting this section.
Check the box that applies:	
	eval Tool on FAFSA to transfer 2015 IRS income information into the student's when making a correction to the FAFSA. <i>The University will use the IRS verification process</i> .
transfer 2015 IRS income information in	ta Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and not the student's FAFSA once the student has filed a 2015 IRS tax return. The ion process until the IRS information has been transferred into the FAFSA.
submit to the school a 2015 IRS tax ret return transcript, go to www.IRS.gov an 9946. Make sure to request the "IRS tax Social Security Number, date of birth, an	use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will urn transcript—not a photocopy of the income tax return. To obtain an IRS tax ad click on the "Order a Return or Account Transcript" link, or call 1-800-908-creturn transcript" and not the "IRS tax account transcript." You will need your and the address on file with the IRS (normally this will be the address used when the two weeks for IRS income information to be available for electronic IRS for paper IRS tax return filers.
Check here if the student's IRS tax	return transcript is attached to this worksheet.
	return transcript will be submitted to the University later. Verification cannot transcript has been submitted to the University.
TAX RETURN NONFILERS—Complete this section with the IRS.	on if the student will not file and is <u>not required</u> to file a 2015 income tax return
Check the box that applies:	
The student was not employed and had r	no income earned from work in 2015.
from each employer in 2015, and whether to the student by employers. <i>List every e</i>	has listed below the names of all the student's employers, the amount earned er an IRS W-2 form is attached. Attach copies of all 2015 IRS W-2 forms issued employer even if they did not issue an IRS W-2 form. If more space is needed, is name and Student ID Number at the top.
Employer's Name	
Suzy's Auto Body Shop (example)	\$2,000.00(example)

Student's Name:	Student ID #:	
Section D: Parent's Income Information to Be Verified —Note: If two worksheet, the instructions and certifications below refer and apply to both pare	•	ection B of this
TAX RETURN FILERS— Important Note: If the parent filed, or will file, an amended 201s financial aid administrator before completing this section.	5 IRS tax return, the parent	must contact the
Check the box that applies:		
The parent(s) <u>used</u> the IRS Data Retrieval Tool on FAFSA to trans FAFSA, either on the initial FAFSA or when making a correction information that was transferred in the verification process.		
The parent(s) has <u>not yet used</u> the IRS Data Retrieval Tool in FAF transfer 2015 IRS income information into the student's FAFSA o <i>University cannot complete the verification process until the IRS is</i>	nce the parent(s) has filed a 20	015 IRS tax return. The
The parent(s) is <u>unable or chooses not to</u> use the IRS Data Retrieve submit to the school a 2015 IRS tax return transcript —not a phoreturn transcript, go to <u>www.IRS.gov</u> and click on the "Order a Respondent Make sure to request the "IRS tax return transcript" and not Social Security Number, date of birth, and the address on file with the 2015 IRS tax return was filed). It takes up to two weeks for IRS tax return filers, and up to eight weeks for paper IRS tax return filers.	otocopy of the income tax return or Account Transcript" to the "IRS tax account transcript the IRS (normally this will be a income information to be avo	rn. To obtain an IRS tax link, or call 1-800-908- ript." You will need your the address used when
Check here if the parent's IRS tax return transcript is attach	ed to this worksheet.	
Check here if the parent's IRS tax return transcript will be so completed until the IRS tax return transcript has been submi		r. Verification cannot be
TAX RETURN NONFILERS—Complete this section if the parent will not file with the IRS.	and is <u>not required</u> to file a 2	015 income tax return
Check the box that applies:		
The parent was not employed and had no income earned from wor	k in 2015.	
The parent was employed in 2015 and has listed below the names each employer in 2015, and whether an IRS W-2 form is attached. parent by employers. List every employer even if they did not issue separate page with the student's name and Student ID Number at the student of the	Attach copies of all 2015 IRS an IRS W-2 form. If more specific	W-2 forms issued to the
Employer's Name	2015 Amount Earned	
Suzy's Auto Body Shop (example)	\$2,000.00(example)	

Section E: Parent's Other Information to Be Verified

1	ne in the student s parent s nousehold ince Program or SNAP (formerly kno-	,	
	n Section B of this worksheet received vide documentation of the receipt of S		•
2. Complete this section if one of	the student's parents paid child suppo	ort in 2015.	
indicated below the name of was paid, the names of the was paid in 2015 for each	nt's parents listed in Section B of this of the person who paid the child support children for whom child support was child. If asked by the school, I will proch a separate page that includes the school.	ort, the name of the person to wh paid, and the total annual amour ovide documentation of the payn	om the child support nt of child support tha nent of child support.
Name of Person Who Paid	Name of Person to Whom Child	Name of Child for Whom	Amount of Child
Child Support	Support was Paid	Support Was Paid	Support Paid in
	**	••	2015
Marty Jones	Chris Smith (example)	Terry Jones	\$6,000.00

If

Section F: High School Completion Status

Provide <u>one</u> of the following documents that indicate the student's high school completion status when the student will begin college in 2016-2017. **Please circle the statement that applies to you.**

- A copy of the student's high school diploma is attached.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded is attached.
- A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate is attached.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document is attached.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree is attached.
- For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (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 is attached.

****A student who is unable to obtain the documentation listed above must contact the Financial Aid Office.****

Student's Name:	Student ID #
STOP G. Identity/Statement of Education	
The form must be completed and signed University Financial Aid Administrator of section in advance.	•
Name of Student:	Student ID#:
Name of Student: Last Name First Name	M.I.
The student must appear in person at Lincoln Universidentity by presenting valid government-issued phot driver's license, other state-issued ID, or passport. The photo ID that is annotated with the date it was receive authorized to collect the student's ID. In addition, the institutional official the following:	to identification (ID), such as, but not limited to, a he institution will maintain a copy of the student's yed and the name of the official at the institution
Statement of Edu	ıcational Purpose
I certify that I,, am t	he individual signing this Statement of Educational
Purpose and that the federal student financial assistation purposes and to pay the cost of attending Lincoln United States (1997).	
Student's Signature Date	Student's ID Number
If Submitting in Person: Present this form with original valid government-issued photo ID. To be completed by Lincoln University Financial Aid Administrator.	If Submitting by Mail: Send this form with a photocopy of valid government-issued photo ID. To be completed in the presence of a Notary Public.
ID Type:	State of:
ID Number: Exp. Date:	City/County of:
FAA Name:	This instrument was acknowledged before me on:
FAA Title:	By:

Signed:

Date:

(Seal)

FAA Signature:

Notary must list the type of government ID used to document identity:		
Section H: Certification and Signatures		
Each person signing this worksheet certifies tha Information reported on it is complete and correct The student and spouse, if married, must sign ar	ct.	
	WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or	
Student's Signature	Date	
Parent's Signature	Date	
Please return this worksheet, along with the	e required documentation to:	
Lincoln Universit Office of Financial I 1570 Baltimore Pil Lincoln University, PA	Aid ke	

If you have any questions, please feel free to contact the Financial Aid Office at (800)-561-2606. Our office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.