



1570 Baltimore Pike  
Lincoln University, PA 19352-0999  
**800-561-2606** phone  
**484-365-8198** fax  
[financialaid@lincoln.edu](mailto:financialaid@lincoln.edu)

### Verification Group V5

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

- 1) This completed and signed Verification Worksheet.
- 2) Your 2017 Federal Tax Transcript (if IRS Data Retrieval Tool was not utilized), or if applicable, the Statement of Non Filing in Option 2. Any W-2 or 1099 statements from 2017.
- 3) Your Spouses' 2017 Federal Tax Transcript (if IRS Data Retrieval Tool was not utilized), or if applicable, the Statement of Non-Filing in Option 2.
- 4) Any W-2 or 1099 statements from 2017.

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

## Student ID Number \_\_\_\_\_

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Last Name, First Name, M.I.

XXX-XX-\_\_\_\_  
Social Security Number

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Street Address

Date of Birth \_\_\_\_\_

City, State, Zip Code

Phone Number

## Section B: Independent Student's Family Information

**List below the people in the student's household. Include:**

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019, through June 30, 2020.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2020.
- Indicate who in your household is attending an institution of higher education at least half-time from July 1, 2019 to June 30, 2020.

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

[illegible]

**Section C: Student and Spouse (if married) Tax Filing Status for calendar year 2017:**

Please complete Option 1 or Option 2.

**Option 1: Student and spouse (if married) filed a 2017 IRS Tax Return:** Please select an option below.

☐ IRS Data Retrieval Tool was used to file FAFSA or,

☐ 2017 IRS Tax Return Transcript is attached. To obtain an IRS Tax Return Transcript go to [www.irs.gov](http://www.irs.gov) and click "Order a Return", or call 1-800-908-9946.

**Option 2: Student and Spouse (if married) was a Non-tax Filer for calendar year 2017:**

I certify that I did not, and am not required to file a 2016 U.S. Federal Tax return. You are required to submit an official IRS Verification of Non-Filing Letter, go to [www.irs.gov](http://www.irs.gov) to request this document. Please select an option below.

☐ Was not employed and had no income earned from work in 2017.

☐ Was employed in 2017, but did not file a federal tax return. Complete the table below to report all employers and amount earned in 2016. You may be required to provide copies of your IRS W-2 forms for 2017.

Employer's Name	2017 Amount Earned

## Section D: Identity/Statement of Educational Purpose



**The form must be completed and signed in the presence of either a Lincoln University Financial Aid Administrator or a Notary Public.**

**Do not complete this section in advance.**

### Identity/Statement of Educational Purpose (To be signed at the institution)

Name of Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last Name First Name M.I.

The student must appear in person at Lincoln University 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 Statement of Educational Purpose provided below.

If Submitting in Person: Present this form with original valid government-issued photo ID To be completed by The Lincoln University Financial Aid Administrator.	
ID Type:	
ID Number:	Exp. Date:
FAA Name:	
FAA Title:	
FAA Signature:	Date:

## Identity/Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at Lincoln University 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.

**These forms will not be accepted if they are faxed or scanned to the Office of Financial Aid. We HAVE to be in receipt of all these original documents.**

### Statement of Educational Purpose

I certify that I, \_\_\_\_\_, am the individual signing this Statement of Educational  
(Print Student's Name)

Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Lincoln University for 2019-2020.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID Number

If Submitting by Mail:

Send this form with photocopy of valid government-issued photo ID  
**To be completed in the presence of a Notary Public.**

**State of:**

**City/County of:**

**Date:**

**Before me,  
(print Notary's name):**

**Personally Appeared,  
(printed name of signer):**

**Proved to me on the basis of satisfactory evidence of identification:** \_\_\_\_\_  
(type of unexpired government-issued photo ID provided)

**To be the above -named person who signed the foregoing instrument.**

**Signed:** \_\_\_\_\_  
(Notary Signature)

**My commission expires on:** \_\_\_\_\_

**Witness my hand and official seal**

## High School Completion Status

Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2019-2020. **It is the student's responsibility to obtain the requested document. Please circle the statement that applies to you.**

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- 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).
- 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.\*\*\*\*

## Section E: Certification and Signatures

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

Each person signing this worksheet certifies that all of the information reported is complete and correct.

Print Student's Name: \_\_\_\_\_ Student's ID Number \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return this worksheet, along with the required documentation to:

**Lincoln University**  
**Office of Financial Aid**  
**1570 Baltimore Pike**  
**Lincoln University, PA 19352**  
**Fax #: 484-365-8198 or scan and email to [financialaid@lincoln.edu](mailto:financialaid@lincoln.edu)**

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 4:00 p.m., Monday through Friday.