

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review in a process called verification. This process compares data from your FAFSA with this form, 2016 IRS Tax Return Transcripts, 2016 W-2 Form(s), and any other requested information for both you and your spouse/parent(s). **We will not be able to finalize your financial aid package until all requested verification documents have been received.**

What you should do:

1. Collect you and your spouse's/parent(s)' financial documents (signed Federal Tax Transcript, W-2's, etc.).
2. **Complete all sections below and sign this verification worksheet.**
3. **Submit all requested documents to our office within 30 days of receiving this worksheet.**

A. Student Information

Last Name	First Name	M.I.	Social Security Number
Address (include apt. #)	City	State	Zip
Date of Birth	Email Address	Phone Number (include area code)	

B. Family Information

Independent Students: List the people in your household; include:

- a) yourself and your spouse
- b) your children, if you will provide more than half of their support from July 1, 2017 through June 30, 2018
- c) any other people if they now live with you, and you provide more than half of their support and will continue to do so from July 1, 2017 through June 30, 2018

Dependent Students: List the people in your parents' household, include:

- a) yourself and your parent(s) (including stepparent) even if you don't live with your parents
- b) your parents' other children, even if they don't live with your parent(s), if (1) your parents provide more than half of their support from July 1, 2017 through June 30, 2018, or (2) they would have to provide parental information when applying for aid
- c) other people if they now live with your parent(s) if your parent(s) provide more than half of their support and will continue to do so from July 1, 2017 through June 30, 2018

Write the names of all household members, including yourself. Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018.

Full Name	Age	Relationship	College/University
<i>Example: Martha White</i>	<i>22</i>	<i>Self</i>	<i>Barton College</i>

Please be sure to include the Student Name and ID Number on all documents submitted to Barton College. (Tax Transcript, W2's, SNAP, etc.)

C. Tax Forms and Income Information

Filers:

Submit a copy of the IRS tax return transcript and all 2016 W2 forms for yourself, and your spouse/parent(s). You do not need to enter your W2 information below. Request a copy of your tax return transcript online at www.irs.gov/transcript.

Non-filers:

___ The student **will not file** and **is not required** to file a 2016 income tax return with the IRS.

(Submit all 2016 W-2

___ The student's parent(s) **will not file** and **is not required** to file a 2016 income tax return with the IRS.

Forms from employers)

___ The student's spouse **will not file** and **is not required** to file a 2016 income tax return with the IRS.

List below the names of all employers, the amount earned from each employer in 2016, and attach copies of all 2016 W-2 forms issued by employers.

Employer's Name	2016 Amount Earned	Name of Person who received income (Yourself, Parent/Spouse)

Both tax filers and non-tax filers must list any untaxed income from 2016.

Student	Spouse (Independent Students)	Calendar Year 2017	Parent (Dependent Students)
\$	\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 form B 12a – 12d, codes D, E, F, G, H and S.	\$
\$	\$	Child Support received for all children. Do not include foster care or adoption payments.	\$
\$	\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don't include the value of on base military housing or the value of a basic military allowance for housing	\$
\$	\$	Veterans' non-education benefits, such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.	\$
\$	\$	Any other untaxed income or benefits, not reported elsewhere, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, Refugee Assistance, etc. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	\$	Cash received or money paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$
\$	\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	\$

D. Other Information to Verify - SNAP

Supplemental Nutrition Assistance Program SNAP (formerly food stamps)

____ Check here if one of the people listed in section B received SNAP benefits in 2014 and/or 2016.
Please submit a copy of your SNAP Benefit Card along with this form.

E. Other Information to Verify – Child Support Paid

____ Check here if student/spouse/parent(s) listed in Section B paid child support in 2017.

Who paid support	To whom paid	Name of child for whom support paid	Amount paid in 2016
<i>Example: Marty Jones</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$4000</i>

F. 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 2018-2019:

- 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 copy of the student's General Educational Development (GED) certificate or GED transcript.
- Homeschooled students must submit a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.

G. Certifications and Signatures

- Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date below.
- **By signing this form, I (we) also authorize Barton College to make any changes to the originally reported FAFSA data that result from the Verification process.**
- **Warning: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

X

X

Student's signature	Date	Parent's signature (Dependent student only)	Date
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You should make a copy of this worksheet for your records.

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to:

Financial Aid Office

PO Box 5000

Wilson, NC 27893

252-399-6531 (fax)

H. Statement of Identity and Educational Purpose

_____ will be enrolled at Barton College for the 2018-2019 academic year. In order to verify his or her identity, the student must provide:

- A. A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and
- B. The original notarized Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this

(Print Student's Name)

Statement of Educational 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

_____ for 2018-2019.

(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,

(Date)

(Notary's name)

personally appeared, _____, and provided to me

(Printed name of signer)

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)

My commission expires on _____

(Date)