



2021-2022 V5 Verification Worksheet

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information that you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document, along with any other required documents. If there are differences, your FAFSA information may need to be corrected. You, and the parent whose information was reported on the FAFSA if applicable, must complete and sign this institutional verification document, attach any required documents, and submit this form and other required documents to the Financial Aid Office. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Reminder: documents sent through e-mail are not secure. Please use your Student ID number instead of your Social Security Number on forms.

STEP 1 - STUDENT INFORMATION

Last Name	First Name	Date of Birth	Student ID Number
Permanent Address		City/State/Zip	
Local Phone Number (include area code)	Permanent Phone Number (include area code)	E-mail Address	

STEP 2 - FAMILY INFORMATION

In the table below, please list **every** member of your household who meets the qualifications listed below. Additionally, excluding parents, please list the name of the college for each individual attending at least half time in the 2021-2022 school year.

If you are a **dependent student** by FAFSA standards, include:

- Yourself
- Your parent(s), including step-parents
- Your parents' other dependent children if:
 - A) your parent(s) will provide more than half of their support between July 1, 2021 and June 30, 2022, OR
 - B) the children are dependent by FAFSA standards
- Other people who live in your household **and** your parents will provide more than half of their support between July 1, 2021 and June 30, 2022

If you are an **independent student** by FAFSA standards, include:

- Yourself
- Your spouse (if you are married)
- Your children, if you will provide more than half of their support between July 1, 2021 and June 30, 2022
- Other people who live in your household **and** you will provide more than half of their support between July 1, 2021 and June 30, 2022

Full Name	Age	Relationship	Name of College (if at least half-time 2021-2022)
		<i>Self</i>	<i>Webster University</i>

STEP 3 - STUDENT TAX TRANSCRIPT & INCOME INFORMATION - CALENDAR YEAR 2019

Were you required to file a 2019 Federal Income Tax Return?

YES.....Utilize the IRS Data Retrieval Tool on the 2021-2022 FAFSA, or attach a signed and dated copy of your 2019 Federal Tax Return, including all schedules, or attach a 2019 IRS Tax Return Transcript

NO.....List any and all sources of income you had in 2019 from working in the table below and submit copies of ALL 2019 W-2 and/or 1099 forms. If you received non-taxed cash income, please list and describe.

Source of Income	Amount Earned in 2019
TOTAL	

STEP 4 - SPOUSE OR PARENT TAX TRANSCRIPT & INCOME INFORMATION - CALENDAR YEAR 2019

Were you required to file a 2019 Federal Income Tax Return?

YES.....Utilize the IRS Data Retrieval Tool on the 2021-2022 FAFSA, or attach a signed and dated copy of your 2019 Federal Tax Return, including all schedules,, or attach a 2019 IRS Tax Return Transcript

NO..... List any and all sources of income you had in 2019 from working in the table below and submit copies of ALL 2019 W-2 and/or 1099 forms. If you received non-taxed cash income, please list and describe.

Source of Income	Amount Earned in 2019
TOTAL	

NOTES to complete Step 3 and Step 4:

- If you were eligible to use the IRS Data Retrieval Tool when completing the FAFSA and chose not to, you can expedite the verification process by updating your FAFSA and using the IRS Data Retrieval Tool
- You may request a Wage & Income Transcript in place of your 2019 W2 at www.irs.gov, or by calling the IRS at 800-829-1040. It may take a minimum of three weeks for the IRS to mail documents to you.
- If an independent student, parent, or spouse did not file a 2019 tax return, they are required to submit verification of non-filing status
- If student or spouse/parents made payments to a tax-deferred saving plan (401K/403B) please submit all 2019 W2s

STEP 5 - ADDITIONAL FINANCIAL INFORMATION - CALENDAR YEAR 2019

Complete the chart below. If a line item does not apply, please use \$0.

Student		Parent/Spouse
\$	Child support received.	\$
\$	Education Credits from 1040 Schedule 3 Line 3	\$
\$	IRA Deductions & Payments from 1040 Schedule 1 Line 15+19	\$
\$	Tax-Exempt Interest Income from 1040 Line 2a	\$
\$	Untaxed Portions of IRA Distributions & Pensions from 1040 Line 4a+4c minus Line 4b+4d . Exclude rollovers. If negative, enter a zero here.	\$
\$	Veterans non-educational benefits, such as disability, death pension, dependency & indemnity (DIC), and/or VA educational/work-study allowances	\$

STEP 6 - CERTIFICATION

By signing this worksheet, I certify that all the information reported is complete and correct.

Student Signature _____ Date _____ Student Name (Please Print) _____ Student ID Number _____

Parent Signature (IF DEPENDENT STUDENT) Date _____ Parent Name (Please Print) _____

STEP 7 - VERIFICATION OF IDENTITY

A. Student's Information

_____ Last Name	_____ First Name	_____ M.I.	_____ Student ID Number
_____ Street Address (include apt #)			_____ Date of Birth
_____ City/State/Zip Code			_____ E-mail Address
_____ Home Phone Number (include area code)			_____ Alternate/Cell Phone Number

B. 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:

- 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 Education Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document
- 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 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 copy of that credential
- For a homeschooled student from a state where state law does not require 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
- Former military unable to obtain High School documentation may submit a DD-214 form. DD-214 must indicate individual is a High School graduate or equivalent.

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

STEP 8, PART A- IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

The student must appear in person at Webster University Financial Aid Office to verify his or her identity by presenting a 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 signature of the official at the institution authorized to collect the student's ID, and the date it was received and reviewed.** In addition, the student must sign the following, in the presence of the institution official:

Statement of Educational Purpose

I certify that I _____ (print student name) am the individual signing this 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 Webster University for 2021-2022.

Student's Signature

Date

Student ID Number

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. If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.

Print Student's Name

Student ID Number

Student's Signature

Date

Parent's Signature

Date

NOTE: If the student cannot appear in person to sign the Statement of Educational Purpose, he or she may use the next page to complete this requirement using a Notary.

STEP 8, PART B (OPT.)- IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

If a student cannot complete the Statement of Educational Purpose and identity requirement in person by going to Webster University Financial Aid Office, he or she can complete this form in the presence of a notary. The student should verify his or her identity with a Notary by presenting a valid government-issued photo identification (ID) such as, but not limited to, a driver's license, other state-issued ID, or passport.

Please include a scanned copy of the ID presented to the notary along with this form when it is turned in.

In addition, the student must sign the following, in the presence of a notary:

Statement of Educational Purpose

I certify that I _____ (print student name) am the individual signing this 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 Webster University for 2021-2022.

Student's Signature

Date

Student ID Number

Notary's Certificate of Acknowledgement

Notary's certification may vary by state

State of _____

City/County of _____

On _____, before me, _____, personally appeared
(date) (Notary's name)

_____ and proved to me on the basis of satisfactory evidence of identification
(printed name of signer)

_____ to be the above-named person who signed the foregoing
(type of government-issued photo ID provided)
instrument.

WITNESS my hand and official seal _____
(Notary signature)

My commission expires on _____
(date)

STEP 9- COMPLETE this form regarding SNAP benefits reported on your 2021-2022 FAFSA.

a. Food Stamp Verification

Has anyone in your household received benefits from the Supplemental Nutrition Assistance Program or SNAP (also known as food stamps, EBT, Link) any time during the 2019 or 2020 calendar years?

_____ YES _____ NO (if No, please move to Section c.)

b. Student Information (for institutional identification purposes)

ID: _____

Last Name First Name M.I.

Address (include apt #) City State Zip Code

Date of Birth E-mail Address Phone Number

c. Certification and Signatures

Each person signing below certifies that all the information reported is complete and correct. The student and one parent, *whose information was reported on the FAFSA*, must sign and date.

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

Print Student's Name

Student ID Number

Student's Signature

Date

Print Parent's Name

Parent's Signature

Date

STEP 10- COMPLETE this form regarding child support received and/or paid as reported on your 2021-2022 FAFSA.

a. Child Support Verification

Has anyone in your family received child support or paid child support to another individual, at any time during the 2019 calendar year?

_____ YES _____ NO (if No, please move to Section d.)

b. Student Information (for institutional identification purposes) ID: _____

Last Name	First Name	M.I.
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Address (include apt #)	City	State	Zip Code
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Date of Birth	E-mail Address	Phone Number
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c. Child Support Paid/Received Information

All lines MUST be complete. If more than one child, separate with a comma.)

Name of children for whom support was paid or received: _____

Name of person to whom child support was paid: _____

Name of person who paid the child support (should sign below): _____
(Please Print)

Amount of child support paid in 2019 calendar year: _____

Payer's relation to student: (circle one) SELF MOTHER FATHER

d. Certification and Signatures

Each person signing below certifies that all the information reported is complete and correct. The student and one parent, whose information was reported on the FAFSA, must sign and date.

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

Print Student's Name

Student ID Number

Student's Signature

Date

Print Parent's Name

Parent's Signature

Date