



2022-2023 Verification Worksheet (V5)

Independent Student

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the Financial Aid Administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your Financial Aid Administrator as soon as possible so that your financial aid will not be delayed. **DO NOT MAIL THIS WORKSHEET TO THE U.S. DEPT OF EDUCATION!!**

A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Martin University Student ID/ 4 Last SSN
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate/Cell Phone Number

B. 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 provides more than half of their support from July 1, 2020, through June 30, 2022, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2022.

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between June 2, and June 30, 2022. *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
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Student (Tax Filers) Income Information to Be Verified

Important Note: The instructions below apply to the **student** and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2020 or had a change in marital status after December 31, 2020.

Instructions: Complete this section if the **student** and spouse **filed or will file** a 2020 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The student **has used** the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the student's FAFSA.
- The student **has not yet used** the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student is **unable or chooses not to use** the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2020 IRS Tax Return Transcript(s)**.

A **2020 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student and spouse filed separate 2020 IRS income tax returns, the IRS DRT cannot be used and the **2020 IRS Tax Return Transcript(s)** must be provided for each.

- _____ Check here if a **2020 IRS Tax Return Transcript(s)** is provided.
- _____ Check here if a **2020 IRS Tax Return Transcript(s)** will be provided later

For Married Students: Please note that a copy of your and your spouse's 2020 W'2 statements are needed in addition to the tax transcript.

Student's Name: _____ Student ID #: _____

D. Student (Non-Tax Filers) Income Information to Be Verified

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2020 income tax return with the IRS.

Check the box that applies:

- The student and spouse **were not employed** and had no income earned from work in 2020.
- The student and/or spouse **were employed in 2020** and have listed below the names of all employers, the amount earned from each employer in 2020, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2020 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority.

- _____ Check here if confirmation of non-filing is provided.
- _____ Check here if confirmation of non-filing will be provided later.

E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

Student's Signature

Date

Spouse's Signature (optional)

Date

**Submit this worksheet and attachments to:
Financial Aid Office
Martin University
2186 N. Sherman Drive
Indianapolis, IN 46218
You should make a copy of this worksheet for your records.**

Identity and Statement of Educational Purpose

The U.S. Department of Education has selected your 2021-22 FAFSA for verification. You must verify your identity and statement of educational purpose by following these instructions:

EITHER:

- The student must appear **IN PERSON** at the Martin University Financial Aid Office to verify his or her identity by presenting valid unexpired government-issued photo identification (ID), such as, but not limited to, a driver's license, or other state-issued ID, or passport. Martin University will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at Martin University authorized to collect the student's ID. In addition, the student must sign, in the presence of a Martin University authorized Financial Aid Official, the **Statement of Educational Purpose** below.

OR:

- If the student is unable to appear in person at the Martin University Financial Aid Office to verify his or her identity, the student must provide:
 - 1) A copy of the valid unexpired 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**
 - 2) The original notarized **Statement of Educational Purpose** provided below. **Faxes and scanned copies are NOT acceptable.**

<p>Statement of Educational Purpose</p> <p>I certify that I, _____ am the individual signing this <small>Print Student's Name</small></p> <p>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 Martin University for 2022-23.</p> <p>_____ <small>Student's Signature</small></p> <p>_____ <small>Date</small></p> <p>_____ <small>ID #</small></p>

<p>Notary's Certification of Acknowledgement <small>(only needed when student is unable to appear in person at Martin University)</small></p> <p>State of _____ City/County of _____</p> <p>On _____, before me _____, <small>Date</small> <small>Notary's Name</small></p> <p>personally appeared, _____, and provided to me <small>Print Name of Signer</small></p> <p>on basis of satisfactory evidence of identification _____ <small>(Type of government-issued photo ID provided)</small></p> <p>to be the above-named person who signed the foregoing instrument.</p> <p>Witness my hand and official seal _____ <small>SEAL</small> <small>Notary Signature</small></p> <p>My Commission expires on _____ <small>Date</small></p>

<p>FOR OFFICE USE ONLY: Attach photocopy of ID after verifying identity.</p> <p>Document Used _____ Date Received _____ MU Official _____</p> <p>Document Expiration Date _____</p>
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Please return form to:
Martin University
Financial Aid Office
2186 N. Sherman Drive Indianapolis, IN 46218

High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2022-2023:

- 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.

F. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student and parent must sign this worksheet.

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

Student's Signature

Date

Parent's Signature

Date

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

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