2014–2015 Independent Student Verification Worksheet

Your 2014–2015 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 the applicable sections 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 the Office of Financial Assistance at finaid@neumann.edu or 610-558-5521 as soon as possible.

A. Independent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>Student’s First Name</th>
<th>Student’s M.I.</th>
<th>Student’s Social Security Number</th>
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<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
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<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
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</table>

B. 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 their support from July 1, 2014, through June 30, 2015, 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, 2015.

For any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2014, and June 30, 2015, include the name of the college. If more space is needed, provide a separate page with the student’s name and ID number at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will Be Enrolled at Least Half Time (Yes or No)</th>
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Self

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.
C. Verification of 2013 Income for Student

1. Student Tax Filers - 2013 IRS Income Tax Return Information

   **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 2013 or had a change in marital status after the end of the 2013 tax year on December 31, 2013.

   Complete this section if the student and spouse filed or will file a 2013 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. In most cases, no further documentation is needed to verify 2013 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic filers, 2013 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2013 electronic IRS income tax return has been accepted by the IRS. For paper filers, it is 8–12 weeks. Contact the financial aid office if more information is needed about using the IRS DRT.

   Check the box that applies:

   - [ ] The student has used the IRS DRT in FAFSA on the Web to transfer 2013 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 2013 IRS income tax return information into the student’s FAFSA once the 2013 IRS income tax return has been filed.
   - [ ] The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2013 IRS Tax Return Transcript(s). (signature not required)

   To obtain a 2013 IRS Tax Return Transcript, go to www.irs.gov and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2013 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2013 IRS income tax return).

   If the student and spouse filed separate 2013 IRS income tax returns, 2013 IRS Tax Return Transcripts must be provided for both.

   - [ ] Check here if a 2013 IRS Tax Return Transcript(s) is provided.
   - [ ] Check here if a 2013 IRS Tax Return Transcript(s) will be provided later.

2. Student Nontax Filers - 2013 Income Information

   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 2013 income tax return with the IRS.

   Check the box that applies:

   - [ ] The student and/or spouse were not employed and had no income earned from work in 2013.
   - [ ] The student and/or spouse were employed in 2013 and have listed below the names of all employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is provided. Provide copies of all 2013 IRS W-2 forms issued to the student and spouse by their employers, if available. 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.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2013 Amount Earned</th>
<th>IRS W-2 Provided</th>
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</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
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D. Receipt of SNAP Benefits
The student certifies that a member of the student’s household, received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2012 or 2013. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The student’s household includes:
- 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 their support from July 1, 2014, through June 30, 2015, 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, 2015.

Check the box that applies:
- [ ] A member of my household received benefits from the SNAP program sometime during 2012 or 2013.
- [ ] No members of my household received benefits from the SNAP program during 2012 or 2013.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2012 or 2013.

E. Child Support Paid
The student or spouse, who is a member of the student’s household, paid child support in 2013. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2013 for each child.

- [ ] A member of my household paid child support in 2013. I have completed each field in the grid below.
- [ ] No members of my household paid child support in 2013.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2013</th>
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If more space is needed, provide a separate page that includes the student’s name and ID number at the top.

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:
1. A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
2. A statement from the individual receiving the child support certifying the amount of child support received; or
3. Copies of the child support payment checks or money order receipts.

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 2014–2015. If the student is unable to obtain the documentation listed, he or she must contact the financial aid office.

- 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.
- 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.
- If State law requires a homeschooled 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.
- If State law does not require a homeschooled 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 documents the successful completion of a secondary school education in a homeschool setting.
G. Identity and Statement of Educational Purpose

The student must appear in person at Neumann University 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 with the date it was received and the name of the official at the institution authorized to collect the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the following:

Statement of Educational Purpose

I certify that I _____________________________ am the (Print Student’s Name) 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 Neumann University for 2014-2015.

_________________________________________    _______________
(Student’s Signature and ID Number)    (Date)

(School Official Signature and Title)

Note: If for some reason you are unable to be present at Neumann University to sign this form, you may request that an Identity Statement of Educational Purpose Form for a Notary be sent to you. This form must be completed in the presence of a Notary, completed by the Notary, signed by the Notary and stamped with the Notary’s seal. The original, completed document must be returned to the Office of Financial Assistance. A copy of the completed form will not be accepted.

H. Certification and Signature

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

________________________________________
Print Student’s Name

________________________________________
Student’s ID Number

________________________________________
Student’s Signature (Required)    Date

________________________________________
Spouse’s Signature (Optional)    Date

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

Please fax this completed form to 610-558-5652 or mail to:
Neumann University
Office of Financial Assistance
One Neumann Drive, Aston PA 19014-1298

Please make a copy of this completed worksheet and all accompanying documentation for your records.
Verification of 2013 IRS Income Tax Return Information for Individuals with Unusual Circumstances

Verification of 2013 IRS Income Tax Return Information for Individuals Granted a Filing Extension by the IRS

If an individual is required to file a 2013 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of the IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2013; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2013 and, if self-employed, a signed statement certifying the amount of the individual’s AGI and the U.S. income tax paid for tax year 2013.

Verification of 2013 IRS Income Tax Return Information for Individuals Who Filed an Amended IRS Income Tax Return

If an individual filed an amended IRS income tax return for tax year 2013, provide both of the following:

- A signed copy of the original 2013 IRS income tax return that was filed with the IRS or a 2013 IRS Tax Return Transcript (signature not required) for the 2013 tax year; and
- A signed copy of the 2013 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

Verification of 2013 IRS Income Tax Return Information for Individuals Who Were Victims of IRS Identity Theft

A victim of IRS identity theft who has been unable to obtain a 2013 IRS Tax Return Transcript or use the IRS DRT must provide a signed copy of the 2013 paper IRS income tax return that was filed with the IRS and a signed copy of IRS Form 14039 “Identity Theft Affidavit” if one was submitted to the IRS. If the individual did not keep a copy of Form 14039 or the IRS did not require him or her to submit one, he or she may provide one of the following:

- A statement signed and dated by the individual indicating that he or she was a victim of IRS identity theft and that the IRS is investigating the matter. The statement must also indicate that the individual submitted a Form 14039 to the IRS, but did not keep a copy of it or that he or she was not required to file the form; or
- A copy of a police report if it was filed related to the IRS identify theft.

Verification of 2013 Income Tax Return Information for Individuals Who Filed Non-IRS Income Tax Returns

If an individual filed or will file a 2013 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2013 income tax return(s).