2023-2024 Independent
V5 Aggregate Verification Worksheet

Your FAFSA application has been selected for a process called verification. Please complete all parts of this worksheet and return to the Financial Aid Office. Notice: incomplete forms may delay processing.

A. Student Information

Student's Name: _____   LCU ID: _____

B. Household Information – List the members in your household. Attach an additional sheet if necessary.

Please include: yourself and your spouse (if legally married), your children/step-children, if you will provide more than half of their support between July 1, 2022 and June 30, 2023, even if they do not live with you, and other people if they now live with you and you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2023 and June 30, 2024.

Full Name	Relationship to Student	Age	Enrolled in College at least half-time (check one)		College
	Self		☐ Yes	☐ No	Louisiana Christian University
			☐ Yes	☐ No	
			☐ Yes	☐ No	
			☐ Yes	☐ No	
			☐ Yes	☐ No	
			☐ Yes	☐ No	

C. Federal Tax Return Filing Status – Student (and Spouse, if married). Please select the appropriate response.

- I filed my 2021 return and successfully used the IRS Data Retrieval Tool via the FAFSA. **Tax transcript not required.**
- I filed my 2021 return and chose not to or, I am unable to use the IRS Data Retrieval Tool. **Submit: 2021 IRS Tax Return Transcript.** If married and you filed a joint 2021 IRS Income Tax Return, **Submit: 2021 IRS Tax Return Transcript**.
  If married and you and your spouse filed separate 2021 IRS Income Tax Returns, **Submit: 2021 IRS Tax Return Transcripts for both you (the student) and your spouse.**
- I amended my taxes after originally filing my 2021 return and will submit:
  o 2021 IRS Tax Return Transcript
  o 2021 Signed IRS 1040X form
    If married and you filed separate 2021 IRS Income Tax Returns, you must submit Tax Return Transcripts and Signed IRS 1040X form for both you (the student) and your spouse.
- I will not and am not required to file a federal tax return. I was not employed and earned no income from work in 2021 **Submit: 2020 IRS Verification of Non-filing Letter***
- I will not and am not required to file a federal tax return. In 2021 I earned $_____ from the source(s) listed below: **Submit: 2021 IRS Verification of Non-filing Letter***

Employer's Name	2021 Earned Amount	IRS W-2 Attached	
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No
		☐ Yes	☐ No

*IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on IRS Form 4506-T. **Notice:** 2021 IRS Verification of Non-Filing Letters must be dated *on or after* October 1, 2022.

D. Certification and Signatures – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: _____   Date: _____

Spouse Signature: _____   Date: _____
(optional)

How to use the IRS Data Retrieval Tool in FAFSA

The best way to verify tax return information is by using the IRS Data Retrieval Tool which is part of the FAFSA on the Web application. If the student has not already used the tool,

- Go to www.studentaid.gov
- Login to the student's FAFSA using their FSA ID (https://fsaid.ed.gov/npas/index.htm)
- Select **Make FAFSA Corrections** and then enter a **Save Key**
- Navigate to the **Financial Information** section of the application
- Follow the on-screen instructions. Based on your answers FAFSA will determine if the student can use the IRS Data Retrieval Tool to transfer **2021** IRS income tax information into the FAFSA. If eligible to use the tool you will see a button that says **Link to IRS**
- Click the **Link to IRS button** which will redirect you to the Internal Revenue Service web site. A message will display explaining you are 'leaving FAFSA on the web'. To continue with transferring your information, click **Proceed to IRS site**
  - Generally most, if not all, of the following fields' information is populated into the corresponding fields based on the answers reported on the FAFSA: *First Name, Last Name, Social Security Number, Date of Birth and filing status*. However, if this information is not pre-populated you will need to enter it.
  - Enter your address (*must* match your *2021* *Federal Income Tax Return*), city, state and zip code. Click **Submit** in the bottom right corner of the page.
- To transfer the data, click the box to place a checkmark under **Transfer My Tax Information into the FAFSA** section and then click the **Transfer Now** button.

Once you've transferred the data into FAFSA you will see **Transferred from the IRS** next to each question where the information was transferred. **Notice: do not click 'save' and exit the application as you still need to finish the rest of the application.** At the end of the application you need to make sure you sign your FAFSA using your FSA ID.

How to request your 2021 Tax Return Transcripts from the IRS

From the IRS website, you can request a tax return transcript through their Get Transcript Online or Get Transcript by Mail options. You can also contact the IRS by phone to request your tax return transcript. **Note:** *the method you used to file your return and whether you have a refund or balance due, affects your* current year transcript availability.

Get **Transcript Online**	Get **Transcript by Mail**	Get Transcript by **Phone**
To use this service you need: • Full Name; • Email; • Date of birth; • Your Social Security Number or Individual Tax Identification Number (ITIN); • Tax Filing Status; • Current address; • Personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan and, • Mobile phone with your name on the account. **Note:** if account setup is successful you will be able to download and/or print your tax return transcript.	To use this service you need: • Your Social Security Number or Individual Tax Identification Number (ITIN); • Date of birth and, • Mailing address from your latest tax return **Note:** transcripts generally arrive in 5-10 calendar days to the address the IRS has on file for you. The IRS will never send an email requesting that you obtain or access your transcripts. If you receive such a notice, please forward to the IRS fraud group at phishing@irs.gov.	Call (800) 908-9946 and follow the telephone prompts.
Notice: Be sure to request an **IRS Tax Return Transcript** – **not** an IRS Tax Account Transcript.		

How to request an IRS Verification of Non-Filing Letter for 2021

Go to the IRS website at https://www.irs.gov/ and click on Search Forms & Instructions. On this page click to select Form 4506-T and follow the instructions on the form. IRS Verification of Non-Filing Letters can be requested by checking box 7 and 8 (if no W-2s provided) on IRS Form 4506-T. **Notice:** 2021 IRS Verification of Non-Filing Letters must be dated *on or after* October 1, 2021.

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DO NOT COMPLETE THIS SECTION IN ADVANCE

E. Student Information

Student's Name: _____ LCU ID: _____

F. Identity and Statement of Educational Purpose (To be signed at the institution)

The student *must appear in person* at **Louisiana Christian University** to verify his or her identity by presenting an unexpired valid 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.

G. Identity and Statement of Educational Purpose (To be signed in the presence of a notary)

If the student is *unable to appear in person at* **Louisiana Christian University** to verify his or her identity, the student must the institution:

(a) A copy of the <u>unexpired</u> 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 <u>original</u> 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.

H. Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement
(Print Student's Name)
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 **Louisiana Christian University** for 2023-2024

_____ _____ _____
(Student's Signature)   If completed in person FAA signature: (Date)

_____ _____ _____
(Student's ID Number)   (Date)

I. Notary's Certificate of Acknowledgement

State of _____ City/Parish of _____

On_____, before me, _____, personally appeared,
(Date)   (Notary's name)

_____, and provided to me on the basis of satisfactory
(Printed name of signer)

evidence of identification _____ to be the above-named person who
(Type of unexpired government-issued photo ID provided)

signed the foregoing instrument.

WITNESS my hand and official seal

(Seal)   _____
(Notary Signature)

My commission expires on _____

J. High School Completion Status

High School Graduate/Equivalency – Check the box of the document you will attach to this worksheet:

- ☐ The original high school diploma or official high school transcript which includes the graduation date
- ☐ The student's original General Education Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or an original state-authorized high school equivalent certificate.
- ☐ Students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document*
- ☐ Official academic transcript of a completed two-year program acceptable for full credit toward a bachelor's degree
- ☐ 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.

Non High School Graduate:

- ☐ I **do not** meet any of the statements above. Students who do not have a high school diploma or its equivalent and are beyond the age of compulsory education are **not eligible** to receive financial aid _unless_ they meet certain eligibility criteria regarding prior college enrollment and may be considered under former Ability-to-Benefit (ATB) regulations. The Financial Aid Office will determine if you meet these requirements.

Did you <u>attend college classes</u> *prior to* July 1, 2013? ☐ YES   ☐ NO

College Name*: _____   Major/Program of Study: _____

If you did not attend FRC, you must attach official college transcript(s).

Did you <u>officially register</u> for college *prior to* July 1, 2013? ☐ YES   ☐ NO

College Name: _____   Major/Program of Study: _____

Are you <u>currently enrolled</u> in an eligible career pathway? ☐ YES   ☐ NO

K. Certification and Signatures

K. Certification and Signatures – Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student whose information was reported on the FAFSA must sign and date. Warning! If you purposely give false or misleading information you may be fined, sentenced to jail, or both.

Student Signature: _____   Date_____

This worksheet must be signed and dated to be valid. Electronic and/or digital signatures are not valid.

For Office Use Only

Identity and Statement of Educational Purpose:

☐ Copy of original unexpired valid government-issued photo identification (ID) presented to institutional official (financial aid staff)

☐ Identification Type:

Institutional Official Name:

Institutional Official Signature: | Date:

High School Completion Status:

☐ Acceptable documentation in file	☐ Type of documentation:
☐ Approved	☐ Denied

Comment(s):

Processed/Reviewed By:	Date: