# Tabor College 2021-2022 Institutional VerificationWorksheet (V5)

**IMPORTANT:** Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification by the federal government or Tabor College. The verification process will be conducted by Tabor College in accordance with U.S. Department of Education's rules 34 CFR, Part 668. Complete all questions on this form and return it with the appropriate tax forms for the 2018 year. \*\*Please note: if you used the IRS Database match tool on your 2021-2022 FAFSA you do NOT need to submit 2019 tax return transcript. Order your federal tax transcript at <a href="https://www.irs.gov/individuals/get-transcript">https://www.irs.gov/individuals/get-transcript</a> or by calling 1-800-908-9946. If you, your spouse OR your parents did not file taxes for 2019 please be sure to include amounts earned from work in Section B.

By law we have the right to ask for this information before awarding Federal Financial aid.

No further processing will be done until all documentation is provided.

Student's Last Name	First Name	Middle Initial	Student ID /or Social Security Number (last 4 digits)	
Street Address		City	State	Zip Code
Studen	nt's email address		Stu	udent's cell phone number

#### **SECTION A: FAMILY INFORMATION**

#### **Dependent Students:**

List the people in your parents' household. *Include*:

- yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
- your parents' other children even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2021, through June 30, 2022 or (b) the children would be required to provide parental information when applying for federal student aid, and
- other people if they now live with your parents, and your parents provide more than half of their support from July 1, 2021 through June 30, 2022.

## **Independent Students:**

List the people in your household. *Include*:

- vourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2021 through June 30, 2022, and
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022.

Full Name	Age	Relationship	College	
Joseph Example	50	Father	If parent will be in college, call FA office	
		Self	Tabor College	

FO	R THE STUDENT
	returns include the Federal 2019 IRS Form 1040, a tax return from Puerto Rico or a foreign income tax return.
(Th	ese can only be accepted through postal mail and/or fax. DO NOT email them to the Office of Financial Aid)
l ∈ □ (	Check here if you will <b>not</b> file and are <b>not</b> required to file a 2019 U.S. Income Tax Return. List amount earned here Please send in a copy of all 2019 W-2 forms if available or a signed statement of earnings, employer and that the student was not required to file.  Check here if student has filed, and had tax documents imported into FAFSA using the IRS Data Retrieval
	Tool. Check here if student provided a SIGNED IRS tax return or an IRS tax return transcript with verification worksheet.  NOTE: Account Transcripts are NOT accepted. Attach IRS tax transcript(s) if the IRS Database match was not used on the FAFSA <b>OR A SIGNED</b> 2019 1040 with schedules.
	OR THE PARENTS/SPOUSE a returns include the Federal 2019 IRS Form 1040, a tax return from Puerto Rico or a foreign income tax return.
	ese can only be accepted through postal mail and/or fax. DO NOT email them to the Office of Financial Aid)
	Check here if parent(s) will not and are not required to file a 2019 Income Tax Return. List the amount earned here Please send in a copy of all 2019 W-2 forms if available. Please send a Verification of Non-filing letter from the IRS. (This may be ordered at <a href="www.irs.gov">www.irs.gov</a> or by completing a 4506-T IRS form and requesting the Verification of Non-filing letter.  Check here if parent(s) have filed, and had their tax documents imported into FAFSA using the IRS Data
	Retrieval Tool.  Check here if parent(s) provided 2019 IRS tax return transcript with verification worksheet. Attach IRS tax
	transcript(s) if the IRS Database match was not used on the FAFSA <b>OR A SIGNED</b> 2019 1040 with schedules.
	Check here if parent(s) filed an extension with the IRS and will provide the financial aid office, IRS Form 4868 and all W-2 Forms.
SEC	CTION C: HIGH SCHOOL COMPLETION STATUS - STUDENT
	vide one of the following documents to indicate the student's high school completion status when the student begins ege in 2021-2022:
	A copy of the student's high school diploma or high school transcript showing the date the diploma was awarded.
	For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
	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.

### SECTION D: IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

The student must appear in person at <u>Tabor College</u> to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, or state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by 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.

# 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 Tabor College to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired 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 original 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.

## **E.** Statement of Educational Purpose

	am the individual signing this Statement of Educational Purpose and that the Feder				
(Print Student's Name) student financial assistance I may receive w 2021-2022.	vill only be used for education	nal purposes and to pay the cost of attending T	'abor College f		
(Student's Signature)	(Date)	(Student's ID Number)			
NOTARY CERTIFICATE OF ACKNOWL	EDGEMENT (for those unable	to appear in person)			
State of	, City/County of		_		
On this date of	On this date of, before me (notary's name),		_,		
Personally appeared (name of person signing this form)			, and		
Provided to me on basis of satisfactory	evidence of identification (typ	pe of government-issued photo ID provided)			
	to be the above-named	l person who signed the foregoing instrument.			
WITNESS my hand and official seal (si	gnature)				
My commission expires on (date)		·			
•	•	the above individual has presented a vali y of the student. I have witnessed the stu			
(Tahor College Staff Signature)	(Date)				

Please Return to: Tabor College Attn: Financial Aid 400 S Jefferson, Hillsboro, KS 67063-1799 Phone: (620) 947-3121 Ext. 1729 Fax (620) 947-6276