Tabor College 2023-2024 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 a copy of your Federal Tax Return Transcript for the 2021 year.

**Please note: if you used the FAFSA IRS Data Retrieval Tool on your 2023-2024 FAFSA you do NOT need to submit a 2021 tax return transcript. However, if you have not used the FAFSA IRS Data Retrieval Tool, order your federal tax transcript at https://www.irs.gov/individuals/get-transcript or by calling 1-800-908-9946. If you, your spouse OR your parents did not file taxes for 2021 please be sure to include amounts earned from work in Section B and provide copies of 2021 W2's.

		ght to ask for this information be r processing will be done until a		aid.	
Student's Last Name	First Name	Middle Initial	Student ID /or Social S	ecurity Number (last 4 digits)	
Street Address		City	State	Zip Code	
Studer	nt's email address		Stu	udent's cell phone number	

Warning: If you purposely give false or misleading information to help establish eligibility for federal student aid, you may be subject to a \$20,000 fine, a prison sentence, or both.

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, 2023 through June 30, 2024 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, 2023 through June 30, 2024.

Independent Students:

List the people in your household. Include:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2023 through June 30, 2024, 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, 2023 through June 30, 2024.

Number in College: List any household member, excluding parents, who is, or will be, enrolled at least ¹/₂ time in a degree, diploma, or certificate program at an eligible postsecondary institution anytime between July 1, 2023 and June 30, 2024, and include the college.

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

FOR THE STUDENT

Tax returns include the Federal 2021 IRS Form 1040, 1040SR, 1040NR, or 1040X, a tax return from Puerto Rico or a foreign income tax return. (*These can only be accepted through postal mail and/or fax. DO NOT email them to the Office of Financial Aid*)

- □ The student <u>has used</u> the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
- □ The student is <u>unable or chooses not to</u> use the IRS DRT in FAFSA on the Web, and instead will provide a 2021 IRS Tax Return Transcript(s) **OR A SIGNED** COPY of the 2021 income tax return and applicable Schedules 1, 2, or 3.
- □ Check here if you will **not** file and are **not** required to file a 2021 U.S. Income Tax Return. Check one.
 - The student and spouse were not employed and had no income from work in 2021.
 - The student and/or spouse were employed in 2021 and have listed the names of all employers, the amount earned from each employer and whether an IRS W-2 form issued to the student. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2021
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Ear	ned From Work	\$

□ The student filed an extension with the IRS and will provide a copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2021 and all W-2's.

FOR THE PARENT/SPOUSE

Tax returns include the Federal 2021 IRS Form 1040, 1040SR, 1040NR 1040X, a tax return from Puerto Rico or a foreign income tax return. (*These can only be accepted through postal mail and/or fax. DO NOT email them to the Office of Financial Aid*)

- □ The parents <u>have used</u> the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into the student's FAFSA.
- □ The parents are <u>unable or choose not to</u> use the IRS DRT in FAFSA on the Web, and instead will provide a 2021 IRS Tax Return Transcript(s) **OR A SIGNED** COPY of the 2021 income tax return and applicable schedules.
- □ If the parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used. Provide IRS Tax Return Transcript(s) **OR BOTH SIGNED** 2021 1040's and applicable Schedules 1, 2, or 3.
- □ Parent/Spouse filed an extension with the IRS and will provide the financial aid office, a copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2021 and all W-2's.

Please continue to next page:

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 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.

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.

Statement of Educational Purpose

I certify that I______ am the individual signing this Statement of Educational Purpose and that the Federal (Print Student's Name)

student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Tabor College for 2023-2024.

Student's Signature)	(Date)	(Student's ID Number)
NOTARY CERTIFICATE OF AC	KNOWLEDGEMENT (for those unab	le to appear in person)
State of	, City/County of	
On this date of	, before me (notary	/'s name),,
Personally appeared (name of p	person signing this form)	, and
Provided to me on basis of satis	sfactory evidence of identification (type of government-issued photo ID provided)
	to be the above-nan	ned person who signed the foregoing instrument.
	ll seal (signature) te)	
My commission expires on (dat Tabor College In-Person Confi	te) rmation & Signature: I certify th and am able to confirm the iden	

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct. At least one parent must sign if you are a dependent student. (*We cannot accept digital signatures*)

Student

Date

Parent (or Spouse)