2014-2015 Verification Worksheet

Independent Student

Your Free Application for Federal Student Aid (FAFSA) was selected for a process called “Verification.” In this process, Niagara University will compare information from your FAFSA with information provided on this worksheet, as well as other financial documents that will be requested. If there are any differences between your FAFSA information and your financial documents, our office will make corrections electronically to your application. The law states that we have the right to ask you for this information before disbursing any of your Federal Aid.

Please complete this form in its entirety and submit it to the Financial Aid Office as soon as possible. Your financial aid administrator will help you if you have any questions.

A. Independent Student’s Information

Student’s Last Name | First Name | M.I. | NU ID Number (or Social Security Number) |
---------------------|-----------|-----|-----------------------------------------|
Street Address (include apt. no.) | | | |
City | State | Zip Code | Email Address |

Phone Number (include area code)

B. Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2014, through June 30, 2015, or if the child would be required to provide your information if they were completing a FAFSA for 2014–2015. Include children who meet either of these standards, even if they do not live with you.
- 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 through June 30, 2014.

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 July 1, 2013, and June 30, 2014. If more space is needed, attach a separate page with your name and Social Security Number at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>University/College (At least half-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>34</td>
<td>Wife</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td>Niagara University</td>
</tr>
</tbody>
</table>
The best way to verify income is by using the IRS Data Retrieval Tool when completing or updating your FAFSA on the web. You can do this by visiting www.fafsa.ed.gov and select “Make FAFSA Corrections,” and select the Financial Information section. If you do not use this method while completing or updating your FAFSA, then you MUST submit a copy of your IRS Tax Return Transcript. **PLEASE NOTE**: According to Federal Regulations, we are unable to accept photocopies of tax returns (1040). To request an IRS Tax Return Transcript please visit www.irs.gov and click “Order a Transcript” or call 1-800-908-9946. Please contact the Financial Aid Office if you had a change in income that is not reflected on your FAFSA.

**D. Student’s Income Information**

*Check only one box below.* Please see the “Income Information Verification” section on instructions on how to request your IRS Tax Return Transcript or use of the Data Retrieval Tool (preferred).

- [ ] Check here if you did file a 2013 Federal Tax Return and you used the IRS Data Retrieval Tool when completing and/or updating your 2014-2015 FAFSA in order to transfer your (and your spouse’s, if married) income information to the FAFSA. *(Please attach copies of your, and your spouse’s (if married) 2013 W-2(s) to this worksheet)*

- [ ] Check here if you did file a 2013 Federal Tax Return and your 2013 Federal Tax Return Transcript is attached. *(Please also attach copies of your, and your spouse’s (if married) 2013 W-2(s) to this worksheet).*

- [ ] Check here if you did NOT file a 2013 Federal Tax Return and were not required to.
  
  If you did not file a 2013 Federal Tax Return but did work in 2013 and had earnings please attach copies of your W-2(s) and/or yearly income statements and write the amount of income you, and/or your spouse (if married) earned in 2013 on the line below:

  $________________________________________

**E. Food Stamps/Supplemental Nutrition Assistance Program (SNAP)**

Complete this section if someone in your household (listed in Section B) received Food Stamp/SNAP Benefits in the 2012 and/or 2013 calendar year. Check only **ONE** box below.

- [ ] YES, one of the persons listed in Section B of this worksheet received Food Stamp/SNAP benefits in 2012 and/or 2013

- [ ] NO, none of the persons listed in Section B of this worksheet received Food Stamp/SNAP benefits in 2012 and/or 2013
F. Child Support Paid

Did you or your spouse (if married) **PAY** child support for the year of 2013?  

☐ YES  ☐ NO

If YES, please complete the following chart:

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid to</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Amount of Child Support Paid in 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>(example)Robert Jones</td>
<td>Mary Smith</td>
<td>Terry Jones</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

G. High School Completion Status

Please provide the university with a copy of ONE of the following:

☐ Copy of your high school diploma; **or** a copy of your final high school transcript that shows the date when you completed secondary school education.

☐ Recognized Equivalent of a high school diploma (such as a General Educational Development (GED) Certificate).

☐ Homeschool transcript signed by the parent or guardian, that lists the secondary school courses you completed and documents the successful completion of a secondary school education.

**Don’t forget to complete sections H and I on the next page.**
The student must appear in person at Niagara University to verify his or her identity by presenting a valid government-issued photo identification (ID). Examples of accepted forms of ID are listed in section A below. The institution will maintain a copy of the students’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 statement in section B.

If the student cannot appear in person, the student must send us a readable photocopy of the acceptable Photo ID, and the student must sign, in the presence of a notary, the statement in section B.

A. Verification of Government Issued ID (NU Employee or Notary, check which document is copied for review)

_________ Driver’s License _________ Non-Driving State ID _________ Military ID _________ Passport

A. Signature(s) - Statement of Educational Purpose

I certify that ___________________________ am the 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 Niagara University for 2014-2015.

_________________________________________________

Student’s Signature (Do NOT sign until you are appearing in person) Date

_________________________________________________

Notary Signature (If applicable) Date

I. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student must sign and date this worksheet.

If married, your spouse’s signature is optional.

_________________________________________________

Student’s Signature Date

_________________________________________________

Spouse’s Signature (Optional) Date

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

REMINDER: Until this form and the requested verification documentation are received and reviewed, no federal aid can be disbursed to the student’s account. If corrections are necessary upon completion of verification, an award letter will be sent after the corrections have been made.

Return within 14 days of receipt of this request to: Student Records and Financial Services: Financial Aid Office Butler Building PO Box 2010 Niagara University, NY 14109

FAX: (716) 286-8678 EMAIL: finaid@niagara.edu