

## 2023-2024 Verification Worksheet

### V5 Dependent

**What is Verification?** – The Department of Education randomly selects a percentage of students for verification. Before awarding Federal Student Aid, we must collect documentation that we use to verify the information reported on your FAFSA. If there are discrepancies, we may make corrections to your FAFSA based on the documentation you provide. During the verification process we may determine that additional documents need to be submitted.

**What do I need to do?** - To complete the verification process you should read this worksheet thoroughly and answer all questions. Return the worksheet and all requested documentation to the Office of Student Financial Services as soon as possible to prevent a delay in the processing of financial aid. The preferred method to submit tax documents is through the usage of the Data Retrieval Tool on the FAFSA. If you are unable to use the Data Retrieval Tool, you may submit copies of your 2021 Tax Return Transcript from the IRS. To obtain a copy of the Tax Return Transcript, you may contact the IRS via one of the methods listed below. If you choose to submit your 2021 Tax Return (Form 1040), it must be **signed** and must include **all** applicable schedules for the year. For tax return non-filers, the verification of non-filing letter may also be obtained from the IRS using one of the methods below.

**IRS Get Transcript Service:** <https://www.irs.gov/individuals/get-transcript>

**IRS Automated Phone Request Number:** 1-800-908-9946

**IRS Form 4506T-EZ for Tax Return Transcript:** <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

**IRS Form 4506-T for Verification of Non-Filing and Other Transcripts:** <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

#### A. Student Information

Student Name	Date of Birth	LMU Student ID

Address

City	State	Zip	Phone (include area code)

#### B. Family Information

**List the people in your parent(s)' household, including:**

- yourself and your parent(s) (including stepparent) even if you don't live with your parents, and
- your parent(s)' other children, even if they don't live with your parent(s), if (a) your parent(s) 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 parent(s), and your parent(s) 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.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, **excluding your parent(s)**, who will be attending **at least half time** between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Legal Name	Relationship	Age	College Attending <small>Do Not Include Parent(s)</small>
	Self		Lincoln Memorial University

**C. Student's Tax Forms and Income Information**

- Did you file a 2021 Federal Tax Return?
  - Yes, I filed a 2021 Federal Tax Return and I used the IRS Data Retrieval Tool. **(Preferred option)** (skip to section D)
  - Yes, I filed a 2021 Federal Tax Return and I am attaching a copy of my tax return transcript. (skip to section D)
  - Yes, I filed a 2021 Federal Tax Return and I am attaching a **SIGNED** copy of the tax return and **ALL** applicable schedules. (skip to section D)
  - No, I did not file and was not required to file a 2021 Federal Tax Return. (If no, please answer question 2.)
- TAX RETURN NON-FILERS ONLY** – Complete this section if you will not file and are not required to file a 2021 income tax return with the IRS. Check the box that applies:
  - The student was not employed and had no income earned from work in 2021.
  - The student was employed in 2021. Please complete the table below and attach copies of all W-2s. List every employer, even if the employer did not issue a W-2 form. (Attach another sheet if additional space is needed.)

Income earned from work: Use the W-2 or other earnings statements <i>(Non-tax filers only)</i>		
Employer(s) Name	2021 Amount Earned	W-2 Attached?
	\$	
	\$	

**D. Parent(s)' Tax Forms and Income Information**

- Did your parent(s) file a 2021 Federal Tax Return?
  - Yes, my parent(s) filed a 2021 Federal Tax Return and used the IRS Data Retrieval Tool. **(Preferred option)** (skip to section E)
  - Yes, my parent(s) filed a 2021 Federal Tax Return and is attaching a copy of the tax return transcript. (skip to section E)
  - Yes, my parent(s) filed a 2021 Federal Tax Return and is attaching a **SIGNED** copy of the tax return and **ALL** applicable schedules. (skip to section D)
  - No, my parent(s) did not file and was not required to file a 2021 Federal Tax Return. (If no, please answer questions 2 & 3.)
- TAX RETURN NON-FILERS ONLY** – Complete this section if your parent(s) will not file and is not required to file a 2021 income tax return with the IRS. Check the box that applies:
  - The parent(s) was not employed and had no income earned from work in 2021.
  - The parent(s) was employed in 2021. Please complete the table below and attach copies of all W-2s. List every employer, even if the employer did not issue a W-2 form. (Attach another sheet if additional space is needed.)

Income earned from work: Use the W-2 or other earnings statements <i>(Non-tax filers only)</i>		
Employer(s) Name	2021 Amount Earned	W-2 Attached?
	\$	
	\$	

- TAX RETURN NON-FILERS ONLY**– Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.
  - Check here if confirmation of non-filing is provided.
  - Check here if confirmation of non-filing will be provided later.

**E. Signature(s)**

Each person signing below certifies that all of the information reported is complete and correct. Each person also understands that if any of the information reported on this form is inconsistent with what has been reported on the FAFSA, additional documentation may be required.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**WARNING:**

**If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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### F. Identity/Statement of Educational Purpose

There are two options for completing the Identity/Statement of Educational Purpose verification. Option A requires that the student sign the Statement of Educational Purpose in the Student Financial Services Office in front of an institutional official. The student will be required to present a valid government-issued photo identification (ID) and the institutional official will collect a copy. If you are unable to visit the Student Financial Services Office in person, you may choose to use Option B. Option B allows the student to submit a copy of his or her valid government-issued photo identification (ID) to the school along with the original notarized Statement of Educational Purpose. Both Option A and Option B are included in this worksheet.

I will complete "Option A" for the Identity/Statement of Educational Purpose.

I will complete "Option B" for the Identity/Statement of Educational Purpose.



Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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**F. Option A – Identity and Statement of Educational Purpose (To Be Signed at the Institution)**

The student must appear in person at **Lincoln Memorial University** 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, 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.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this Statement of  
(Print Student’s Name)

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 Lincoln Memorial University for 2023-2024.

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student’s ID Number)

**\*For Official Use Only\***

Official’s Name		Document Title	
Official’s Signature		Issuing Authority	
Date Received		Document Number	
		Expiration Date	

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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**F. Option B – Identity and Statement of Educational Purpose (To Be Signed With Notary)**

If the student is unable to appear in person at **Lincoln Memorial University** 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  
(Print Student’s Name)

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 Lincoln Memorial University for 2023-2024.

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student’s ID Number)

**Notary’s Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary’s name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

because of satisfactory evidence of identification \_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)