

2021–2022 Methodist College Verification Worksheet Independent Student

Your 2021–2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. **We may ask for additional information.** If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. INDEPENDENT STUDENT’S INFORMATION

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Social Security Number
Student’s Street Address (Include Apt. Number)			Student’s Date of Birth
City	State	Zip Code	Student’s Home Phone Number (with area code)
Student’s Email Address			Student’s Cell Phone Number (with area code)

B. INDEPENDENT STUDENT’S NUMBER IN HOUSEHOLD AND NUMBER IN COLLEGE

Instructions: List below the people in your (the student’s) household, include:

- Yourself (student)
- Your spouse, if married
- You and/or your spouse’s children if you or your spouse will provide more than half of the children’s support from July 1, 2021 through June 30, 2022, even if a child does not live with you.
- Other people, if they now live with you, and you or your spouse provides more than half of the other person’s support, and will continue to provide more than half of that person’s support through June 30, 2022.

Number in College: Include in the space below information about any household member who is, or will be, enrolled a-least half-time in a degree, diploma or certificate program at an eligible postsecondary educational institution at any time between July 1, 2021, and June 30, 2022 and include the name of the college. Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Mary Jones(example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

C. INDEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

IMPORTANT NOTE: The instructions below apply to the student and spouse (if the student was married when he/she completed the 2021-2022 FAFSA). Notify the financial aid office if you or your spouse filed separate IRS income tax returns in 2019 or if you have had a change in marital status AFTER December 31, 2019 or since filing your 2021-2022 FAFSA.

1. TAX RETURN FILERS

Instructions: Complete this section if you (and your spouse, if married) filed or will file a 2019 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2019 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.*

Check the box(s) that apply:

- I, the student, **HAVE USED** the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2019 IRS income information into my FAFSA.
- I, the student, **HAVE NOT YET USED** the IRS Data Retrieval Tool, but I **WILL USE** the tool to transfer my (and, if married, my spouse's) 2019 income tax return information into my FAFSA as a correction for this verification process.
- I, the student, am **UNABLE OR CHOOSE NOT TO USE** the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a **SIGNED copy/copies of the 2019 IRS income tax return(s) and applicable schedules or a 2019 IRS Tax Return Transcript** for both me and my spouse, if married.
- I, the student, and my spouse filed separate IRS income tax returns for 2019 or I had a change in marital status after filing my FAFSA. I understand that I may be unable to use the IRS Data Retrieval Tool and instead will provide the school with a **SIGNED copy of my (and my spouse's, if married) 2019 IRS tax return(s) and applicable schedules or 2019 IRS Tax Return Transcript(s)** for both me and my spouse, if married.
- I, the student, or my spouse filed an **amended 2019 IRS tax return (1040X)**. **If I or my spouse filed an amended 2019 IRS tax return, I must provide a SIGNED copy of the 2019 IRS Form 1040X that was filed.**
- I, the student, **DID NOT EARN INCOME FROM WORK in 2019** and did not file a 2019 federal income tax return. (See #2 NONTAX FILERS)
- I, the student, **DID EARN INCOME FROM WORK in 2019**, but did not file or was not required to file a 2019 federal income tax return. (See #2 NONTAX FILERS)
- My spouse **DID NOT EARN INCOME FROM WORK in 2019** and did not file a 2019 federal income tax return. (See #2 NONTAX FILERS)
- My spouse **DID EARN INCOME FROM WORK in 2019**, but did not file or was not required to file a 2019 federal income tax return. (See #2 NONTAX FILERS)

2018 IRS Tax Return Transcripts may be obtained by:

- **GET TRANSCRIPT BY MAIL** – Go to www.irs.gov, click “Get Your Tax Record” and then click “Get Transcript by MAIL”. Make sure to request the 2019 “IRS Tax Return Transcript”, **NOT** the “IRS Tax Account Transcript”. The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **GET TRANSCRIPT ONLINE** – Go to www.irs.gov, click “Get Your Tax Record”, click “Get Transcript Online”. Make sure to request the 2019 “IRS Tax Return Transcript”, **NOT** the “IRS Tax Account Transcript”. To use the “Get Transcript Online” tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay as you go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript will display online upon successful completion of the IRS's two-step authentication and can be downloaded and printed.

- **PAPER REQUEST FORM** – Complete IRS Form 4506T-EZ or IRS Form 4506-T. These forms can be downloaded on the www.irs.gov site. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

2. NONTAX FILERS

Instructions: If you and/or your spouse had little or no income earned from work in 2019 or you and/or your spouse were employed in 2019 but did not file or were not required to file a 2019 income tax return with the IRS, then you are required to provide proof of non-filing from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS. Information on this can be found at www.irs.gov. You may also be required to complete a Methodist College Means of Support Form for Independent Students. Please contact the Methodist College Financial Aid Office to request this form. If you are unable to provide confirmation of non-filing from the IRS or other relevant tax authority, please contact our financial aid office for further instructions.

D. INDEPENDENT STUDENT’S CERTIFICATION AND SIGNATURE

Each person signing below certifies that all of the information reported is complete and correct.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

_____ **Print Student’s Name**

_____ **Student’s Signature (Required)**

_____ **Date**

_____ **Spouse’s Signature (Optional)**

_____ **Date**

E. 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 Methodist College for 2021-2022.

_____ **Student’s Signature (Required)**

_____ **Date**

_____ **Student’s ID Number (Optional)**

Please submit this completed worksheet and, if applicable, all required documentation) to:

METHODIST COLLEGE OFFICE OF FINANCIAL AID
 7600 N. Academic Drive
 Peoria, IL 61615
 Attn: Janet Ozuna
jozuna@methodistcol.edu
 PHONE: (309) 282-8466
 FAX: (309) 671-8303

