Your 2017–2018 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 may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to Student Financial Services. Manchester University may ask for additional information. If you have questions about verification, contact Student Financial Services as soon as possible so that your financial aid will not be delayed.

A. Independent Student’s Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Social Security or Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Permanent Home Address</th>
<th>City/State/Zip</th>
<th>Date of Birth</th>
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<table>
<thead>
<tr>
<th>Cell Phone Number (Include Area code)</th>
<th>Home Phone Number (Include Area code)</th>
<th>Email Address</th>
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</table>

B. Independent Student’s 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, 2017, through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017–2018. 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, 2018.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>Attending a college or university at least half time? (do not include parents)</th>
<th>If yes, name of college or university (no initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missy Jones (example)</td>
<td>18</td>
<td>Sister</td>
<td>Yes No</td>
<td>Central University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td>Yes No</td>
<td>Manchester University</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes No</td>
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<td>Yes No</td>
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<td>Yes No</td>
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<td></td>
<td></td>
<td>Yes No</td>
<td></td>
</tr>
</tbody>
</table>

Page 1 of 4
C. Independent Student’s Income Information to Be Verified
Have you filed a 2015 U.S. federal income tax return? Check one.

YES, I did file a 2015 U.S. federal income tax return.

______ I have completed the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into my student FAFSA (and, if married, my spouse’s), and did not make any changes to this information. Enter Date ______________ IRS Data Retrieval was completed Continue to Section D.

OR

______ I have attached a copy of my 2015 IRS Tax Return Transcript (and, if married, my spouse’s). To obtain a Tax Return Transcript, go to www.irs.gov/transcript. Continue to Section D.

NO, I did not file a 2015 U.S. federal income tax return.

______ I (and, if married, the student’s spouse) was not employed and had no income earned from work in 2015. If you checked this box, you must provide documentation that a tax return was not filed in 2015. To obtain an IRS Verification of Non-Filing Letter, go to www.irs.gov/transcript and select Form 4506-T. Continue to Section D.

OR

______ I (and, if married, the student’s spouse) have income earned from work and am not required to file a 2015 income tax return with the IRS. If you checked this line you must enter income information below, listing the names of all employers. You are required to provide COPIES OF ALL W-2 FORMS and documentation that a tax return was not filed in 2015. To obtain an IRS Verification of Non-Filing Letter, go to www.irs.gov/transcript and select Form 4506-T.

List every employer even if the employer did not issue an IRS W-2 form.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
<td>Was paid in cash</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

D. Certification and Signatures
You must read and sign this statement. I/we certify that all of the information provided on this form and on any attached documentation is accurate and complete. If I/we purposely give false or misleading information, I/We may be fined, sent to prison or both.

___________________________________________________  ______________________________________________
Student’s Signature           Date

___________________________________________________  ______________________________________________
Spouse’s Signature        Date
Your 2017–2018 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 may ask you to confirm specific information. The federal process has selected for you to provide documentation on your high school completion status when you begin college in 2017-2018. In addition, you are required to appear in person in front of a Student Financial Services staff member at Manchester University or a Notary to provide proof of your identity and complete the Statement of Educational Purpose on this worksheet.

A. Student’s Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Social Security or Student ID Number</th>
</tr>
</thead>
</table>

B. High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet.

Check the box of the document you will attach to this worksheet:

- [ ] A copy of the student’s high school diploma.
- [ ] A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- [ ] A state certificate or transcript received by a student after the student passed a State authorized examination (GED test, HiSET, TASC, or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- [ ] For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- [ ] 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.
- [ ] If State law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- [ ] If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (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 documents the successful completion of a secondary school education in a homeschool setting.

If the student is unable to obtain the documentation listed above, he or she must contact Student Financial Services.
C. Identity and Statement of Educational Purpose (To Be Signed at Manchester University or with a Notary)

The student must appear in person in front of a Student Financial Services staff member at Manchester University or a Notary to provide:

(a.) Identity verification by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. (If appearing in person at Manchester University, the institution will maintain a copy of the student’s photo ID that is annotated with the date it was received and the signature of the Student Financial Services staff member authorized to collect the student’s ID.)

(b.) And must sign in the presence of, the below Statement of Educational Purpose

**Statement of Educational Purpose**

I certify that I _____________________________ am the individual signing this (Print Student’s Name)

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 ___________________________ for 2016–2017.

(Name of Postsecondary Educational Institution)

_________________________        __________________

(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 provided to me

(Printed name of signer)

on basis of satisfactory evidence of identification ______________________________________

(Type of 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 _________________________

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HOW TO PROVIDE YOUR 2015 INCOME INFORMATION

**Tax Return Filers:**
Both student and parent Federal Tax Return Filers are required to provide 2015 federal tax return information by using the FAFSA IRS Data Retrieval Tool

Or
by obtaining a 2015 IRS Tax Return Transcript
This is NOT a photocopy of your 1040 federal income tax return(s).

**IRS Data Retrieval Tool:**
The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web.

If the student and/or parent have not already used the tool, go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into the student’s FAFSA.

**IRS Tax Return Transcript(s):**
A 2015 IRS Tax Return Transcript may be obtained through:

- **Online Request** - Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript” Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request “Return Transcript” and NOT “Account Transcript.”
- **Telephone Request** - Call the IRS at 1-800-908-9946. Follow prompts to enter your Social Security number and the numbers in your street address. Select “Option 2” to request a “Return Transcript”. The year is “2015”.
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T can be located at [www.irs.gov/transcript](http://www.irs.gov/transcript) under Related Forms. Mail or Fax to the IRS per the instructions.

You can expect to receive your paper IRS Tax Return Transcript within 10 to 15 business days.

Please note if you filed a joint federal tax return, you will use the primary tax filer’s information with all options. Also, the address on file with the IRS is normally the address used when the 2015 IRS tax return was filed.

**Non-Tax Return Filers:**

Both student and parent Non-Tax Filers are required to provide an IRS Verification of Non-Filing Letter obtained from the IRS regardless of the amount of 2015 income earned (even if the amount is zero).

An IRS Verification of Non-Filing Letter may be obtained through:

- **Paper Request Form** - IRS Form 4506-T can be located at [www.irs.gov/transcript](http://www.irs.gov/transcript) under Related Forms. Check box 7 and enter 12/31/2015 on Line 9. Mail or Fax to the IRS per the instructions.

You can expect to receive your paper IRS Verification of Non-Filing Letter within 10 to 15 business days.

For assistance, go to [www.irs.gov/transcript](http://www.irs.gov/transcript) or call the IRS at 1-800-876-1715.