

# 2013-14 Verification Worksheet

## Independent Student

(V1, V5)



TSU ID: T\_\_\_\_\_

Your 2013-14 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, we ask you to confirm the information you and your spouse, if applicable, reported on your FAFSA. We 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. Complete and sign this worksheet, attach any required documents, and submit the form and other required documents to us. We may be required to request additional information to resolve conflicting information.

### A. Student's Information

Student's Last Name		Student's First Name		Student's M.I.		TSU ID Number		
Student's Street Address (include apt. no.)						Student's Date of Birth		
City			State		Zip Code		Student's E-mail Address	
Student's Home Phone Number (include area code)					Student's Alternate or Cell Phone Number			

**B. Student's Number of Household Members and Number in College:**

List below the people in the student's household.

- ☐ **Student**
- ☐ **Spouse**, if the student is married.
- ☐ **Student's or spouse's children** if the student or spouse will provide **more than half of their support** from July 1, 2013 through June 30, 2014.
- ☐ **Other people**, if they now live with the student and the student or spouse provide **more than half of their support** and will continue to provide **more than half of their support** through June 30, 2014.

For any household member, who will be enrolled, at least half time in a degree, diploma or certificate program at an eligible postsecondary educational institution any time between July 1, 2013, and June 30, 2014, include the name of the college. If more space is needed, provide a separate page with the student's names and ID number at the top.

[illegible]

### C. Verification of 2012 IRS Income Tax Return Information for Student Tax Filer

**Instructions:** Complete this section if the student and spouse filed or will file a 2012 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 the FAFSA on the Web at FAFSA.gov.*** You must wait at least 2-3 weeks after the 2012 electronic IRS income tax return has been accepted by the IRS. If you filed a paper return, you must wait at least 8-11 weeks after the income tax return has been received by the IRS.

**Check the box that applies:**

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer IRS income tax return information into the student's FAFSA. Date used: \_\_\_\_\_ (if known).
- ☐ The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2012 IRS income tax return information into the student's FAFSA once the 2012 IRS income tax return has been filed. Approximate date tax return will be filed: \_\_\_\_\_.
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2012 IRS Tax Return Transcript**. A Tax Account Transcript is NOT acceptable.

☐ Check here if the **IRS Tax Return Transcript** is being submitted with this form.

☐ Check here if the **IRS Tax Return Transcript** will be provided later.

**[Instructions on how to obtain an IRS Tax Return Transcript are available at: [www.tnstate.edu/finaid](http://www.tnstate.edu/finaid).]**

#### **D. Verification of 2012 IRS Income Information for Student/Spouse Not Required to File**

**Instructions:** Complete the section as it applies to student and spouse, if the student and/or spouse will not and is not required to file a 2012 income tax return with the IRS.

**Check the box that applies:**

- ☐ The student was not employed and had no income earned from work in 2012.
- ☐ The student's spouse was not employed and had no income earned from work in 2012.
- ☐ The student and/or spouse was employed in 2012. **Complete section below/submit W-2s.**

**Submit a copy of all 2012 IRS W-2 forms issued to the student/spouse from employer(s).** List the names of all employers, the amount earned from each employer in 2012 and whether an IRS W-2 form is provided with this worksheet. List all employers even if the employer did not issue an IRS W-2 form. If an employer did not provide a W-2, submit a signed statement (preferably on letterhead) from the employer verifying the total 2012 earnings and explaining the absence of a W-2.

[illegible]

TSU ID: T \_\_\_\_\_ Student's Name: \_\_\_\_\_

### E. Verification of Child Support Paid

Complete this section if the student or spouse **paid** child support in 2012. List below the names of the person(s) who paid the child support, the names of the person(s) to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2012 for each child.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Amount of Child Support Paid in 2012

**Note:** If we have reason to believe that the information regarding the child support paid is not accurate, we may require additional documentation, such as:

- Documentation from the court, if payments are required to be paid through the court.
- A statement from the individual receiving the child support clarifying the amount received in 2012.
- Copies of child support payment checks or money order receipts.

### F. Receipt of SNAP (formerly known as Food Stamps Program) Benefits

The student certifies that a member of the student's household (listed in Section B), received benefits from the Supplemental Nutrition Assistance Program or SNAP sometime during 2011 or 2012. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

- ☐ **Yes**, a member of the student's household received SNAP Benefits during 2011 or 2012.
- ☐ **No**. No member of the student's household received SNAP Benefits during 2011 or 2012.

### G. Certifications and Signatures

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

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

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

# 2013-14 Verification of High School Completion Status (V4, V5)

Mail or Fax to: **Tennessee State University**  
**Office of Financial Aid**  
**3500 John A. Merritt Blvd**  
**Nashville, TN 37209**  
Phone: 615-963-5701  
FAX: 615-963-7540

## Student Information:

T \_\_\_\_\_  
**Student ID Number      Student's Last Name      Student's First Name      M.I.**

Your 2013-14 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, we must document your high school completion status. Complete and sign this form, include the required documentation and mail or fax to the Financial Aid Office.

## Provide one of the following documents that indicate the student's high school completion status when the student will begin college in 2013–2014:

- ☐ 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 copy of the student's General Educational Development (GED) certificate or GED transcript.
- ☐ 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 the financial aid office.**

## Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. **Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.**

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

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

# 2013-14 Verification of Identity and Statement of Educational Purpose

*(MUST Be Signed in the Financial Aid Office)*

**(V4, V5)**

T \_\_\_\_\_  
(Student's ID Number)

The student must appear in person at Tennessee State University to verify his or her identity 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. The institution will maintain a copy of the student'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 Tennessee State University official, the following:

## **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 Tennessee State University for 2013-2014.

\_\_\_\_\_  
(Student's Signature)

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

### **FINANCIAL AID STAFF ID VERIFICATION**

Date: \_\_\_\_\_

Verified By: \_\_\_\_\_

**Valid Government-Issued Photo ID used to Verify Identity:**

\_\_\_\_\_ Driver's License

\_\_\_\_\_ U.S. Passport

\_\_\_\_\_ Other Government/State Issued ID \_\_\_\_\_

Type of State Issued ID

**2013-14 Verification of Identity &  
Statement of Educational Purpose**  
**(MUST Be Signed With a Notary)**  
**(V4, V5)**

**MAIL THIS FORM TO:**  
**Tennessee State University**  
**Office of Financial Aid**  
**3500 John A. Merritt Blvd**  
**Nashville, TN 37209**

**(CANNOT BE FAXED OR E-MAILED)**

T \_\_\_\_\_  
(Student's ID Number)

If the student is unable to appear in person at Tennessee State University to verify his or her identity, the student must provide:

- (a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; **and**
- (b) The **original** notarized Statement of Educational Purpose provided below.

**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 Tennessee State University for 2013-2014.

\_\_\_\_\_  
(Student's Signature)

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

**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 \_\_\_\_\_

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

# 2013-14 Verification of SNAP Benefits

(Formerly known as Food Stamp Program)  
(V2, V4)

Mail or Fax to: **Tennessee State University**  
**Office of Financial Aid**  
**3500 John A. Merritt Blvd**  
**Nashville, TN 37209**  
Phone: 615-963-5701  
FAX: 615-963-7540

## Student Information:

T \_\_\_\_\_  
Student ID Number      Student's Last Name      Student's First Name      M.I.

Your FAFSA was selected for a review in a process called verification. This form is to verify whether or not a member of the household received SNAP benefits sometime during the calendar years of 2011 **or** 2012. Please check the appropriate response in either section A or section B, depending on your dependency status as reported on the FAFSA.

### A. Receipt of SNAP Benefits – Independent Student as defined by the FAFSA

As an independent student, the student household includes:

- ☐ Student
- ☐ Student's spouse, if married
- ☐ Student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2013, through June 30, 2014.
- ☐ Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2014.

#### Check the response that applies:

Did you or anyone in your household receive  
SNAP Benefits in the calendar years of 2011 or 2012?  
\_\_\_\_ Yes      \_\_\_\_ No

### B. Receipt of SNAP Benefits – Dependent Student as defined by the FAFSA

As a dependent student, the student household includes:

- ☐ Student
- ☐ Your parents. Include stepparent, if the parent on the FAFSA has remarried
- ☐ Your parent's other children, if your parents provide more than half of their support from July 1, 2013 through June 30, 2014.
- ☐ Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2014.

#### Check the response that applies:

Did your parents or anyone in your household receive  
SNAP Benefits in the calendar years of 2011 or 2012?  
\_\_\_\_ Yes      \_\_\_\_ No

### C. Certification and Signatures (Parent signature required for dependent students.)

To resolve conflicting information, submit documentation of the receipt of SNAP Benefits for either 2011 or 2012, if you marked "no" to this question on the FAFSA and are marking "yes" on this form. Each person signing this worksheet certifies that all of the information reported is complete and correct. **Warning: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# 2013-14 Verification of Child Support Paid (v3, v4)

**Tennessee State University**  
**Office of Financial Aid**  
**3500 John A. Merritt Blvd**  
**Nashville, TN 37209**  
**(615) 963-5701 (phone)**  
**(615) 963-7540 (fax)**

Did anyone reported in your household size  
on the FAFSA pay child support in 2012?

\_\_\_\_\_ yes, complete Section A or B and C  
\_\_\_\_\_ no, complete Section C

Student Information:

T \_\_\_\_\_  
**Student ID Number**      **Student's Last Name**      **Student's First Name**      **M.I.**

Your FAFSA was selected for review in a process called verification. If you reported child support **paid** during the 2012 calendar year, you must submit this form to the TSU Financial Aid Office as part of this process. Complete either section A or section B depending on your dependency status as defined by the FAFSA.

## A. Verification of Child Support Paid – Independent Student as defined by the FAFSA

Name of Person Who <b>Paid</b> Child Support	Name of Person to Whom Child Support was <b>Paid</b>	Name of Child for Whom Support was <b>Paid</b>	Amount of Child Support <b>Paid</b> in <b>2012</b>

## B. Verification of Child Support Paid – Dependent Student as defined by the FAFSA.

Name of Person Who <b>Paid</b> Child Support	Name of Person to Whom Child Support was <b>Paid</b>	Name of Child for Whom Support was <b>Paid</b>	Amount of Child Support <b>Paid</b> in <b>2012</b>

**NOTE:** If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- Documentation from the court, if payments are required to be paid through the court.
- A statement from the individual receiving the child support clarifying the amount received. Copies of child support payment checks or money order receipts.

## C. Certification and Signatures (Parent signature required for dependent students.)

Each person signing this worksheet certifies that all information reported is complete and correct.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date