2020-21 Dependent Student Verification Worksheet

Your 2020-21 Free Application for Federal Student Aid (FAFSA) has been selected for Verification Review. The verification process is used to ensure the accuracy of the information reported on the student’s FAFSA. Since your FAFSA was selected, federal law requires that you complete this review in order to receive federal aid for the 2020-21 academic year.

Once all of your verification documentation is received, it will be reviewed for accuracy and conflicting information will be corrected. Federal financial aid will not be disbursed until you have submitted all required documentation and the review has been completed.

The documents required to complete the verification process can be viewed on your financial aid eAward at cedarville.edu/selfservice.

I. Dependent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Student’s Identification (ID) Number</th>
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<thead>
<tr>
<th>Student’s Complete Permanent Address</th>
<th>Student’s Phone Number (include area code)</th>
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II. Dependent Student’s Family Information

List below the people in your parent(s)’ household. Include:

- **Yourself** (the student).
- The parents (including a stepparent). **Do not** include parent not living in the household due to separation/divorce.
- Your parent(s)’ other children, if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if they do not live with your parents.
- 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 through June 30, 2021.
- Include the name of the college for any children in the household who will be enrolled at least half time between July 1, 2020, and June 30, 2021, in a degree, diploma, or certificate program. Do not include the name of college for high school students taking dual enrollment classes.

*An eligible college/university is defined as a school that participates in Title IV (federal) aid programs.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>College/University Name</th>
<th>Will be Enrolled in Eligible* College at Least Half Time</th>
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<tr>
<td>1.</td>
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<td>student</td>
<td>Cedarville University</td>
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Complete ONLY Section III or Section IV — not both.

III. Dependent Students Who Filed a 2018 Federal Tax Return

- The student has attached copies of all 2018 IRS W-2 forms issued to the student by employers.

  AND

- The student has used or will use the IRS Data Retrieval Tool on the FAFSA website to retrieve and transfer 2018 IRS income information into the student’s FAFSA.

  At 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 is eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into the student’s FAFSA.

  OR

- The student is unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA website, and the student will submit to the school a 2018 IRS federal tax return transcript—not a photocopy of the income tax return.

  At irs.gov, click on “Get My Tax Record”. Click Get Transcript ONLINE or Get Transcript by MAIL and follow the instructions provided. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security number, date of birth, and the address on file with the IRS. The online selection requires additional information to pass the IRS’s two step authentication. To request a Tax Return Transcript by phone, call the IRS at 1-800-908-9946.

IV. Dependent Students Who Did Not File a 2018 Federal Tax Return

- The student was not employed and had no income earned from work in 2018.

  OR

- The student was employed in 2018 and has listed below the names of all the employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the student by employers. List every employer, even if they did not issue an IRS W-2 form.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2018 Amount Earned</th>
<th>W-2 Issued/Please Attach</th>
<th>W-2 Not Issued</th>
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Complete ONLY Section V or Section VI — not both.

V. Parent(s) Who Filed a 2018 Federal Tax Return

☐ The parent(s) have attached copies of all 2018 IRS W-2 forms issued to the parents by employers.

AND

☐ The parent(s) have used or will use the IRS Data Retrieval Tool on the FAFSA website to retrieve and transfer 2018 IRS income information into the students’ FAFSA.

(See the IRS Data Retrieval Tool instructions on previous page).

OR

☐ The parent(s) are unable or choose not to use the IRS Data Retrieval Tool on the FAFSA website, and the parents will submit to the school a 2018 IRS federal tax return transcript—not a photocopy of the income tax return. Parents filing “married filing separately” will need to request a tax return transcript for each parent.

(See the IRS Tax Return Transcript instructions on previous page).

VI. Parent(s) Who Did Not File a 2018 Federal Tax Return

☐ The parents have attached a 2018 IRS Verification on Non-Filing Letter for each parent who did not file a 2018 federal tax return.

To obtain the Verification of Non-filing Letter, go to irs.gov/transcript, click on Forms and Instructions and select the form 4506-T to print and complete. You must select option 7: “Verification of Non-filing” and submit the form to the IRS per instructions. Once you receive the Verification of Non-filing form letter, scan and email it or mail it to the school with the student’s name and ID number at the top.

AND

☐ The parent(s) was not employed and had no income earned from work in 2018.

OR

☐ The parent(s) was employed in 2018 and has listed below the names of all the parent(s)’ employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the parent(s) by employers. List every employer, even if they did not issue an IRS W-2 form.

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VII. Student and Parent Certification

By signing this worksheet, both student and parent certify that all information reported is complete and accurate. An **incomplete form** will not be processed and may affect your aid eligibility.

Warning: If you purposely give false or misleading information on this worksheet, the U.S. Department of Education may pursue legal action leading to a fine and/or jail sentence.

Student’s Signature ___________________________________________ Date ______________________

Parent’s Signature ___________________________________________ Date ______________________

Please make sure this worksheet is completely filled out, signed by all parties, and ALL documents requested are included.

VIII. Submission

**Note:** When submitting this document, and other requested documents, please use the online upload tool. It is your responsibility to blacken out all personal identifying information if you send your document through the mail (all but last four digits of your Social Security number, bank account information, etc.).

**Online:** Go to cedarville.edu/cedarinfo, click on “Financial Aid Document Upload Tool” under financial transactions.

**Mail:** Cedarville University Financial Aid  
251 N. Main Street, Cedarville, OH 45314
I. Student’s Information

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<th>Student’s Address</th>
<th>Student’s Date of Birth</th>
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<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
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**You must verify your identity and sign a Statement of Educational Purpose. You may complete this in person using the front of this form or in the presence of a notary using the back of this form. This form must be mailed, not faxed or emailed, as we need the raised original seal of the notary. You must mail this form with a copy of an unexpired proper photo ID attached.

II. Statement of Educational Purpose (completed at Cedarville University)

Identity and Statement of Educational Purpose
(To Be Signed at the Institution)

The student must appear in person at Cedarville 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 Educational Purpose
(Print Student’s Name)

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 2020–2021.
(Name of Postsecondary Educational Institution)

________________________   __________________________
(Student’s Signature)     (Date)

For Office Use Only

☐ Copy of government-issued ID received.

☐ If signed in person, authorized institutional official has made a copy of government-issued ID received, and signed and dated the copy.

Signature (of witness): __________________________  Date: __________________________
III. Student’s Identity and Statement of Educational Purpose (completed with a notary)

Identity and Statement of Educational Purpose
(To Be Signed, Notarized and Mailed)

If the student is unable to appear in person at _______ Cedarville 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 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 _______ Cedarville University _______ for 2020–2021.

__________________________ (Student’s Signature)  __________________________ (Date)

__________________________ (Student’s ID Number)

Notary’s Certificate of Acknowledgement

State of __________________________
City/County of __________________________
On __________________________, before me, __________________________, a notary public in and for the state of _______, personally appeared, __________________________, and proved to me on basis 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)
2020–21
High School Completion and Statement of Educational Purpose

IV. Student’s Information

<table>
<thead>
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V. Student’s High School Completion Status

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2020–2021:

- A copy of the student’s 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.
- 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 that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State authorized examination).
- 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.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (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 includes a statement that the student successfully completed secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.