Verification Explanation

Verification is a federal requirement whereby schools must verify the information students and their parents provide on the FAFSA to ensure its accuracy. If you are selected for verification, you may be wondering why and what you should do.

Why is your file being verified?
There are several possibilities for being selected for verification. Keep in mind that more possibilities exist, but the following are the main reasons for being selected:

- You did not use the IRS Data Retrieval Tool when completing the FAFSA.
- You used the IRS Data Retrieval Tool but changed some of the data on the FAFSA.
- You were selected randomly by the Federal Government.
- The submitted FAFSA application has estimated, incomplete or contradictory data.
- In some rare cases, Ottawa University will select a student for verification.

What needs to be done after the selection?
Now that you have been selected for verification, we require you to provide certain documentation as soon as possible. Amongst other things, you may be asked to provide a Federal Tax Transcript from the IRS (if you did not or could not use the IRS Data Retrieval Tool) and/or to complete a verification worksheet (included with this explanation form). Ottawa University may also request additional documentation (e.g. W-2’s, retirement account rollover documents, etc.)

What happens if there are discrepancies in the application?
After you turn in all required documents, the Financial Aid Office will compare the information with your FAFSA data and corrections will be made if errors are found.

Because verification must be completed before your federal financial aid can be disbursed, it is vital to send accurate and complete information as quickly as possible.

Above all else, don’t be upset because you were selected for verification. This process is required by the federal government. In some instances, the Financial Aid Office could identify errors in your data that results in an increase to your eligibility for federal aid.

How To Obtain A Tax Transcript From The IRS

There are a number of ways to obtain a copy of your Federal Tax Transcript from the IRS, but there are significant delays involved so please plan ahead:

1. Online Request:
   - Under “Tools”, click “Order a Return or Account Transcript.”
   - Under “Go Get Your Transcript” (Step 3), click “Order a Transcript.”
   - Click through the webpage message and provide tax filer’s Social Security Number, date of birth, street address and Zip Code exactly as they appear on your tax return.
   - From the dropdown box under “Type of Transcript”, select “Return Transcript”. From the dropdown box under “Tax Year”, select “2012”.
   - If successfully linked, tax filers can expect a paper IRS Tax Return Transcript to be mailed to the specified address within 5-10 days.

2. Telephone Request:
   - Call the IRS automated attendant at 1-800-908-9946.
   - Select the appropriate language.
   - Input Social Security Number and verify.
   - Input the numbers in the street address used for your tax return.
   - Select option 2 for tax return transcript.
   - Input 2012 for the tax year.
   - Tax filers can expect a paper IRS Tax Return Transcript to be mailed within 5-10 days.

3. Paper Request – IRS Form 4506T-EZ
      i. This process is slower because of mail time to/from the IRS.

4. Visit your local IRS Office:
   b. Be SURE to request a TAX RETURN TRANSCRIPT, NOT an Account Transcript
2013-2014 Federal Student Aid Verification Worksheet

A. Student Information

- Last Name __________________________ First Name __________________________ M.I. __________________________ Social Security Number __________________________
- Address (include apt. #) __________________________ Date of birth __________________________
- City __________________________ State __________________________ Zip Code __________________________ Phone Number (include area code) __________________________
- Email address __________________________ Alternate Phone number __________________________

B. Family Information

Independent Students: List the people in your household; include (a) yourself, your spouse if married; (b) your children, if you provide more than half of their support from July 1, 2013 through June 30, 2014; and (c) any other people if they now live with you, and you provided more than half of their support and will continue to provide more than half of their support from July 1, 2013 through June 30, 2014.

Dependent Students: List the people in your household. Include (a) yourself; (b) parent(s) you live with (including stepparents); (c) other children who live in this household; and (d) any 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 from July 1, 2013 through June 30, 2014. You may also include children who do not live within this household, providing that (1) the parents listed below will provide more than half of their support from July 1, 2013 through June 30, 2014, or (2) if the parents would be required to give parental information when applying for Federal student aid; WRITE IN THE NAMES OF ALL HOUSEHOLD MEMBERS. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2013 and June 30, 2014, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>2013-14 College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: John Doe</td>
<td>48</td>
<td>Father</td>
<td>If parent will be in college, call FA Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td>Ottawa University</td>
</tr>
</tbody>
</table>

C. Non-Taxed Income Information

Complete the table below for ONLY those persons (student/spouse/mother/father) who DID NOT work OR who had 2012 income from work, but DID NOT FILE AND WERE NOT REQUIRED TO FILE a 2012 Federal Tax Return. Submit all W-2 forms or other earning statements.

<table>
<thead>
<tr>
<th>Non-Tax Filer</th>
<th>Name of Non-tax Filer?</th>
<th>Did Not Work?</th>
<th>Number of Employers?</th>
<th>Total 2012 Income</th>
<th>Number of W-2’s Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Student’s Spouse</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Student’s Mother</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Student’s Father</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
**D. Additional Financial Information**

**DO NOT LEAVE AN ANSWER BLANK!**  **If answer is -0- Please write -0-**

<table>
<thead>
<tr>
<th>Student/Spouse</th>
<th>Calendar Year 2012</th>
<th>Parent(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Tax Transcript</td>
<td>Education credits (American Opportunity, Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31.</td>
<td>From Tax Transcript</td>
</tr>
<tr>
<td>See Next Page</td>
<td>Annual amount of Child support paid because of divorce or separation or as a result of a legal requirement. Don’t include support for children in your household.</td>
<td>See Next Page</td>
</tr>
<tr>
<td>$</td>
<td>Combat pay or special combat pay. Only enter the amount that was taxable and included on your adjusted gross income. Combat pay is reported on the W-2 in Box 12, Code Q.</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Contributions to tax-deferred pension and savings plans (paid directly or withheld from earning), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S.</td>
<td>$</td>
</tr>
<tr>
<td>From Tax Transcript</td>
<td>IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040-total of lines 28+32 or 1040A-line 17.</td>
<td>From Tax Transcript</td>
</tr>
<tr>
<td>$</td>
<td>Annual amount of Child support received for all children. Don’t include foster or adoption payments</td>
<td>$</td>
</tr>
<tr>
<td>From Tax Transcript</td>
<td>Tax exempt interest income from IRS form 1040-line 8b or 1040A-line 8b</td>
<td>From Tax Transcript</td>
</tr>
<tr>
<td>$</td>
<td>Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b). <strong>Exclude rollovers &amp; submit 1099-R.</strong> If negative, enter a zero.</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). <strong>Exclude rollovers.</strong> If negative, enter a zero.</td>
<td>$</td>
</tr>
<tr>
<td>See Next Page</td>
<td>Food Stamps – please confirm in writing that you or a family member (from the previous page) received assistance during the 2011 or 2012 year.</td>
<td>See Next Page</td>
</tr>
<tr>
<td></td>
<td>Other untaxed income and benefits not reported, such as worker’s comp., disability, and first-time homebuyer tax credit from 1040 line 67. <strong>Don’t include</strong> student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. Dependent students <strong>should not</strong> include bills paid for by parents.</td>
<td>$XXXXXXXXXX</td>
</tr>
</tbody>
</table>

**E. Signatures**  By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct.  If dependent, at least one parent must sign.  Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

__________ Date__________  
Student's Signature  

__________ Date__________  
Parent’s Signature (Dependent Students Only)

Remember—if you did not or could not use the IRS Data Retrieval Tool when completing your FAFSA, you must also provide an IRS Tax Transcript along with this Verification Worksheet.
VERIFICATION OF CHILD SUPPORT PAID

If you paid child support during 2012, please complete the following:

Who paid the Child Support? _________________________________________________________________

To Whom did you pay Child Support? _______________________________________________________

How much did you pay throughout the entire 2012 calendar year? $____________________________

List the names of the children for whom you paid child support (NOTE: - do NOT include support paid for children being included in your household on page 2 of this document):

<table>
<thead>
<tr>
<th>CHILD’S NAME</th>
<th>RELATIONSHIP</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________________  _________________________  _________________________
Signature   ID#   Date

VERIFICATION OF SNAP BENEFITS

Did you, your spouse (if applicable) or anyone in your household receive benefits from the Supplemental Nutrition Assistance Program (SNAP) at any time during the 2011 or 2012 calendar years?

_____ YES   _____ NO

For what period of time was the benefit received? 2011  2012

__________________________________  _________________________  _________________________
Signature   ID#   Date