



2017-2018 Dependent Student Verification Worksheet for Federal Student Aid Programs at Monmouth College

Level
#5

The information you provide on this form will be used to verify financial aid records (including information provided on the FAFSA application), create emergency contact records, and build alumni records on the campus of Monmouth College, Monmouth, Illinois. The law states that we have a right and a responsibility to request, collect and verify this information before awarding federal aid.

A. Student Contact Information:

Last Name: _____ First Name: _____ M.I.: _____ SS#: _____ - _____ - _____

Permanent Street Address: _____ Apt# _____ Birth date: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Preferred Email: _____ Cell Phone: _____

I live with my: (check all that apply)

Father Mother Step-father Step-mother Guardian(s) Other: _____

B. Parent's Contact Information:

<input type="checkbox"/> Father's Information <input type="checkbox"/> Step-Father's Information	<input type="checkbox"/> Mother's Information <input type="checkbox"/> Step-Mother's Information
Full Legal Name:	Full Legal Name:
Street Address:	Street Address:
City, State, Zip:	City, State, Zip:
Home Ph#:	Home Ph#:
Cell Ph#:	Cell Ph#:
Employer:	Employer:
Position/Title:	Position/Title:
Work Ph#:	Work Ph#:
Preferred Email:	Preferred Email:

C. Household Information: List below the people in the parents' household. Include:

- The student
- The parents (including stepparent) even if the student is not living with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017 – 2018. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the support through June 30, 2018.

Number in college: Include in the space below information about any household member who is or 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, 2017 and June 30, 2018, and include the name of the college. In order to verify the enrollment of family members using the National Student Clearinghouse, we will need their name, social security number and date of birth.

Full Legal Name	Relationship to you	Age	Date of Birth	Social Security # (to confirm enrollment)	If Enrolled (July 2017 – June 2018) list name of College below
1.	yourself		/ /	- -	
2.			/ /	- -	
3.			/ /	- -	
4.			/ /	- -	
5.			/ /	- -	
6.			/ /	- -	
7.			/ /	- -	
8.			/ /	- -	

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.

D. Student Tax Transcripts and Income Information: (check one)

Important Note: The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) which is part of the FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 income if the information was not changed by the FAFSA filer.

- The student has used the IRS DRT in the FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in the FAFSA on the Web but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA by _____ (date).
- I am enclosing a 2015 U.S. (Federal) Income Tax Return Transcript I obtained from the Internal Revenue Service (IRS).
- The student is unable or chooses not to use the IRS DRT in the FAFSA on the Web, and instead will provide the school with a **2015 IRS Tax Return Transcript from the Internal Revenue Service (IRS) online at www.irs.gov or by phoning the IRS (1-800-908-9946).**
- The student is not required to file, nor filed, a 2015 U.S. (Federal) Income Tax Return. If marking this option, indicate sources of income below.
If you are not required to file a 2015 Federal income tax return but did work, list the name of your employer(s) and any income received in 2015.

Employer Name:	Amount:
Employer Name:	Amount:

E. Parent(s) Tax Transcripts and Income Information: (check one)

Important Note: The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) which is part of the FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 income if the information was not changed by the FAFSA filer.

- The parents have used the IRS DRT in the FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in the FAFSA on the Web but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA by _____ (date).
- I am enclosing a 2015 U.S. (Federal) Income Tax Return Transcript I obtained from the Internal Revenue Service (IRS).
- The parents are unable or choose not to use the IRS DRT in the FAFSA on the Web, and instead will provide the school with a **2015 IRS Tax Return Transcript from the Internal Revenue Service (IRS) online at www.irs.gov or by phoning the IRS (1-800-908-9946).**
- The parents are not required to file, nor did they file, a 2015 U.S. (Federal) Income Tax Return. If marking this option, indicate sources of income below.
If parents are not required to file a 2015 Federal income tax return but did work, list the name of their employer(s) and any income received in 2015.

Employer Name:	Amount:
Employer Name:	Amount:

If parents are married and they filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and paper **IRS Tax Return Transcript** must be provided for each.

___ Check here if both **2015 IRS Tax Return Transcripts** are enclosed.

___ Check here if both **2015 IRS Tax Return Transcripts** will be provided by _____ (date).

F. Required Signatures:

Each person(s) signing below certify that all the information reported on this worksheet is complete and correct.

Student's Signature

Date

Parent's Signature

Date

Please Return Form to: Monmouth College, Office of Financial Aid, 700 East Broadway, Monmouth, IL 61462

Or scan and email to: finaid@monmouthcollege.edu Or FAX to: 309-457-2373



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Level #5 addendum

Student's Last Name: _____ First Name: _____ M.I.: _____ SS#: _____ - _____ - _____

Proof of High School Completion Status

Prior to awarding any federal Title IV funding, the federal Department of Education is requiring we obtain one of the following documents indicating you have completed high school prior to beginning college in the 2017-2018 academic year:

- A copy of your 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 your final official high school transcript reflecting the date on which the diploma was awarded.
- A copy of your General Education Development (GED) certificate or GED transcript.
- An academic transcript which indicates you have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If your state law requires a homeschooled student obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), please provide a copy of such credential.
- If your state law does not require a homeschooled student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), please provide a transcript or the equivalent, signed by the parent or guardian, listing the secondary school courses the student completed and documenting the successful completion of the secondary school education in a homeschool setting.

Identity and Statement of Educational Purpose

(To Be Signed at Monmouth College)

The student must appear in person at Monmouth College 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 which 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 institutional official, the following:

Statement of Education Purpose

I certify that I, _____, am the individual signing this Statement of Education Purpose and the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Monmouth College for 2017-2018.

Student's Signature

Student's ID Number

Date

Monmouth College Official (printed name)

Official's Signature

Date