



2020-2021 Verification Worksheet

Return this and other documents to:
Bethel University Financial Aid Office
1001 Bethel Circle
Mishawaka, IN 46545 Phone: 574.807.7415
Fax: 574.807.7122 finaid@BethelUniversity.edu

The Federal Department of Education has selected your FAFSA for a process called Verification. Bethel University will compare information from your FAFSA with this worksheet and financial documents you will provide. If there are differences between your FAFSA application and your financial documents, Bethel may need to make electronic corrections to your FAFSA.

Instructions:

- Complete both sides of this worksheet. Make certain you (and your parents) sign the second page.
- Submit this worksheet and any other required documents to the Bethel University Financial Aid Office by mail, fax or e-mail.
- Please note: **Your financial aid is on HOLD until we have ALL the necessary documents and signatures.**

A. Student Information

_____		_____		_____		_____													
Last Name	First	M.I	Social Security Number	Bethel ID															
_____				(_____)_____															
Address (include apt. no)				Phone Number															
_____		_____		_____		_____													
City	State	Zip Code		<table border="1"> <tr><td colspan="4">Office Use Only</td></tr> <tr><td>Trans#_____</td><td>Date_____</td><td colspan="2">Changes made: Y or N</td></tr> <tr><td>New EFC: Y or N_____</td><td colspan="3">Initials _____</td></tr> </table>				Office Use Only				Trans#_____	Date_____	Changes made: Y or N		New EFC: Y or N_____	Initials _____		
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Trans#_____	Date_____	Changes made: Y or N																	
New EFC: Y or N_____	Initials _____																		
E-mail Address		Birthdate																	

B. Family Information

List **ALL** the people in your household, including their names and ages.

Dependent students, include:

- Yourself & your parent(s) (including stepparent)
- Your parent(s) other dependent children if (a) your parents will provide more than half of their support from July 1, 2020 through June 30, 2021, or (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- 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, 2020 through June 30, 2021.

Independent students, include:

- Yourself; your spouse (if you are married)
- Your and/or your spouse's children if you will provide more than half of their support from July 1, 2020 through June 30, 2021, and
- other people only if they live in your household and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2020 through June 30, 2021.

Include the name of the college for any family member who will be attending college at least half-time between July 1, 2020 and June 30, 2021, and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	Indicate college, if applicable
		Self	Bethel University

C. Student Income Information (all applicants); Parent Income Information (Dependent students)

Please check one box for student, and one box for parent (if applicable).

Student		Parent
<input type="radio"/>	IRS Data Retrieval Tool was used to transfer 2018 IRS income tax information when the FAFSA was completed or it has been used to make corrections. <i>No other documents are required.</i>	<input type="radio"/>
<input type="radio"/>	Unable to complete IRS Data Retrieval. <u>You must provide an IRS tax return transcript.</u> (See #2 below)	<input type="radio"/>
<input type="radio"/>	Not employed in 2018 and not required to complete a 2018 Income Tax Return. Dependent - <u>You must read and sign the Statement of Non-filing.</u> (See #3 below) Independent - <u>You must provide Verification of Nonfiling (instructions enclosed).</u> (See #4 below)	<input type="radio"/>
<input type="radio"/>	Employed in 2018, but not required to complete 2018 Income Tax Return. (See #3 below) Dependent - <u>You must provide a W-2 form for each employer and sign the Statement of Non-filing.</u> Independent - <u>You must provide a W-2 form for each employer and a Verification of Nonfiling (instructions enclosed).</u> (See #4 below)	<input type="radio"/>

1. IRS Data Retrieval Tool Instructions

The IRS Data Retrieval Tool allows you to electronically transfer your tax information from the IRS to your 2020-21 FAFSA. This will enable Bethel to quickly verify that your FAFSA is correct. If you attempt, but are unable to complete this process, you must provide an IRS tax return transcript. (See #2 below)

- Go to www.FAFSA.gov and 'Make FAFSA Corrections' using your FSA ID.
- You will be redirected to the IRS, where you have the option to transfer your data to your FAFSA.
- Submit corrections. **You will receive a Confirmation Number when this is complete.**
- Do not make any further corrections to your FAFSA. Contact us if you feel the IRS data is incorrect.

2. IRS Tax Return Transcript

- Go to: www.IRS.gov > Get Your Tax Record > Get Transcript by Mail/Get Transcript Online
- Do NOT order a Tax 'Account' Transcript.
- If you are unable to use this process, please contact Bethel University for further instructions.

3. Statement of Non-filing-Dependent Students: Please sign if you did not file in 2018 and are a dependent student

I have not filed a 2018 Federal Income Tax Return, nor am I required to file a 2018 Federal Income Tax Return.
If I was employed in 2018, I will provide a 2018 W-2 form from each source of income.

Student signature _____ Date _____

4. Verification of Non-filing: Independent Student/Parent of Dependent Students

If you are an independent student or a Parent of a dependent student, were not employed in 2018 or were employed in 2018 but not required to complete a 2018 Income Tax Return, you must provide a 'Verification of Nonfiling' from the IRS (instructions enclosed).

D. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. **If dependent, the student and a parent must sign and date.**

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

Student _____ Date _____ Parent (if student is dependent) _____ Date _____

Bethel University must review the requested information, under the financial aid program rules (34 CFR, Part 668).