



## King's College 2024-2025 V5 Independent Verification Worksheet

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for a process known as verification. Before awarding Federal Student Aid, we are required to verify your identity and collect a signed Statement of Educational Purpose.

The student must appear in person at King's College 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  
(Print Student's Name)

signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and pay the cost of attending King's College for 2024-2025.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID

### Financial Aid Office Use Only:

**MUST BE COMPLETED AT TIME OF RECEIPT - The official receiving document MUST indicate date of receipt and his/her name on ALL documents received in support of this statement.**

Type of ID presented: \_\_\_\_\_ Copy of ID Collected \_\_\_ Yes \_\_\_ No

Printed name of official receiving documentation: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of receiving official:

Please complete in the presence of a notary (Only needed if unable to sign in person at the Financial Aid Office):

**Identity and Statement of Educational Purpose  
(To Be Signed in the Presence of a Notary)**

If the student is unable to appear in person at King’s College 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  
(Print Student’s Name)

signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and pay the cost of attending King’s College for 2024-2025.

Student Signature	Date	Student ID
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**Notary Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary’s name)

personally appeared, \_\_\_\_\_, and proved to me  
(Printed name of signer)

because 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)



## 2024-25 Academic Year

### Verification Statement – Independent Student

Please print, complete, sign, and submit this form.

#### Step 1 – Student Information

Last Name	First Name	Student ID
Permanent Home Address (Include Apt. number)		Date of Birth
City	State	Zip Code
Phone Number (include area code)		

#### Step 2 – Household Information

Carefully read the following instructions, and in the table below, report information for:

- Yourself, the student (full name and age)
- **Your spouse**, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2024, through June 30, 2025, even if a child does not live with the student.
- Other people only if they now live with the student and the student or spouse will provide more than half of their support from July 1, 2024, through June 30, 2025.
- Provide college information for the individuals listed if they are attending at least half-time during the 2024-25 academic year, in a program leading to a degree, diploma, or certificate.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2024-2025	Will be Enrolled at Least Half Time? (Yes or No)
1			<i>Self</i>	King's College	
2			<i>Spouse, if married</i>		
3					
4					
5					
6					

#### Step 3 – Student's Tax Filing Status – Calendar Year 2022

Did you file, or were you required to file, a 2022 U.S. Federal Tax Return or Foreign National Tax Return?

       **YES.** Please attach *2022 tax return transcript or signed copy of your 2022 tax return* if you did **NOT** use the **Financial Aid Direct Data Exchange (FA-DDX) on the FAFSA.**

       **NO, and I had no earnings from work.** Submit a *2022 IRS Verification of Non-Filing Letter* with this form.

       **NO, but I had some earnings from work.** Submit a *2022 IRS Verification of Non-filing Letter* and all *2022 W-2's* with this form.

#### Step 4 – Spouse's Tax Filing Status – Calendar Year 2022

Did your spouse file, or were they required to file a 2022 U.S. Federal Tax Return or Foreign National Tax Return?

       **YES.** Please attach *2022 tax return transcript or signed copy of your 2022 tax return* if you did **not** use the **Financial Aid Direct Data Exchange (FA-DDX) on the FAFSA.**

       **NO, and I had no earnings from work.** Submit a *2022 IRS Verification of Non-Filing Letter* with this form.

\_\_\_\_\_ **NO, but I had some earnings from work.** Submit a *2022 IRS Verification of Non-filing Letter* and all *2022 W-2's* with this form.

## Step 5 – Certification

I certify all the information reported is complete and correct (the student and at least one parent must sign). A handwritten signature, not typed, is required:

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Student Signature

Date

## FINAL CHECK LIST

To prevent delays in verification processing, please take a moment to review the check list below to make sure you have completed the verification worksheet entirely and that you have included the applicable documents.

\_\_\_ Complete the entire worksheet.

\_\_\_ Submit all 2022 W2's.

\_\_\_ Attach all applicable schedules (schedule C, E, K-1 [IRS form 1065] 1, 2, 3).

\_\_\_ Attach a 2022 tax return transcript or signed copy of your 2022 tax return if you did not use the Financial Aid Direct Data Exchange (FA-DDX) on the FAFSA.

**\*\*Images (JPEG, GIF, PNG) of documents WILL NOT BE ACCEPTED.**

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### If your student did not file a 2022 tax return:

You must attach a 2022 IRS Verification of Non-Filing Letter if you were not required to file 2022 Federal Income Taxes. **You must request this letter from the IRS.**

You must request this letter by fax or mail using IRS form 4506-T included with this worksheet. Boxes 7 and 9 have been pre-filled for your convenience. Complete the remainder of this form making sure to sign and date at the bottom. Mail it or fax it to the correct address/fax number as listed under "Chart for all other transcripts" on page 2 of the form. **The IRS will send you the Verification of Non-Filing Letter which you will submit to King's College with this form.**

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2022 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.

A 2022 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.