



King's College 2023-2024 V5 Verification Worksheet

Your 2023/2024 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 2023-2024.

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 2023-2024.

Student Signature

Date

Student ID

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)

KING'S COLLEGE 2023-2024 V5 VERIFICATION WORKSHEET

Your 2023/2024 Free Application for Federal Student Aid (FAFSA) was selected for a process known as verification. We are required to compare information from your FAFSA with information/documentation you provide on this worksheet for accuracy. If there are differences, we are required to update your FAFSA. Submit all requested documentation with this worksheet to reduce processing time. **You will not receive federal aid until all verification requirements are met.**

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)

Household Information:

My parent(s) is/are:

- ☐ Single/never married
- ☐ Unmarried and both legal parents living together
- ☐ Married or remarried
- ☐ Divorced or separated
- ☐ Widowed

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023–2024. 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 other person's support and will continue to provide more than half of that person's support through June 30, 2024.

Number in College: Include in the space below information about any household member, **excluding the parents**, 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, 2023, and June 30, 2024, and include the name of the college.

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. If more space is needed, provide a separate page with the student's name and ID number at the top.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2023-2024	Will be Enrolled at Least Half Time? (Yes or No)
1			Self	King's College	
2			Parent 1	Not Applicable	Not Applicable
3			Parent 2/Stepparent	Not Applicable	Not Applicable
4					
5					
6					

2021 Filing Requirements for Most Taxpayers

If your filing status is...	AND at the end of 2021 you were....	Then file a return if your gross income was at least...
Single	under 65	\$12,550
	65 or older	\$14,250
Married filing jointly	under 65 (both spouses)	\$25,100
	65 or older (one spouse)	\$26,450
	65 or older (both spouses)	\$27,800
Married filing separately	any age	\$5
Head of household	under 65	\$18,800
	65 or older	\$20,500
Qualifying widow(er)	under 65	\$25,100
	65 or older	\$26,450

Student Income Information:

Check one of the options below and provide the information requested:

☐ I was not employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

☐ I was employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.

☐ I was employed in 2021 and have filed a 2021 Federal Income Tax Return. Please list all employers and amounts earned in 2021.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.

Name of business/employer(s):

Amount earned in 2021 (box 1 of W2)

	\$ _____
	\$ _____
	\$ _____
	\$ _____

If you filed a 2021 tax return and did not use the IRS Data Retrieval Tool on your FAFSA, then you must provide the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. Please review the instructions on the last page of this worksheet to obtain an IRS transcript.

Parent Income Information:

This section must be filled out for each parent listed in your household.

Parent 1 Name: _____

Check one of the options below and provide the information requested:

☐ I was not employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- Submit a 2021 IRS Verification of Non-Filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

☐ I was employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.
- Submit a 2021 IRS Verification of Non-filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

☐ I did not work in 2021 but have filed a 2021 Federal Income Tax Return.

☐ I was employed in 2021 and have filed a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.

☐ I own my own business or worked as an independent contractor in 2021 and have filed a 2021 Federal Income Tax Return. Please list the name of your business or your employers and the amount earned in 2021. If you own a business submit schedules C, E, and or K-1 (IRS form 1065) with all applicable schedules.

Name of business/employer(s):

Amount earned in 2021 (box 1 of W2)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

If you filed a 2021 tax return and did not use the IRS Data Retrieval Tool on your FAFSA, then you must provide the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. Please review the instructions on the last page of this worksheet to obtain an IRS transcript.

Parent 2 Name: _____

Check one of the options below and provide the information requested:

☐ I was not employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- Submit a 2021 IRS Verification of Non-Filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

☐ I was employed in 2021 and was not required to file a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.
- Submit a 2021 IRS Verification of Non-filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

☐ I did not work in 2021 but have filed a 2021 Federal Income Tax Return.

☐ I was employed in 2021 and have filed a 2021 Federal Income Tax Return.

- List all employers and amounts earned in 2021. Submit all W-2's with this form.

☐ I own my own business or worked as an independent contractor in 2021 and have filed a 2021 Federal Income Tax Return. Please list the name of your business or your employers and the amount earned in 2021. If you own a business submit schedules C, E, and or K-1 (IRS form 1065) with all applicable schedules.

Name of business/employer(s):

Amount earned in 2021 (box 1 of W2)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

If you filed a 2021 tax return and did not use the IRS Data Retrieval Tool on your FAFSA, then you must provide the institution with a 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules. Please review the instructions on the last page of this worksheet to obtain an IRS transcript.

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 2021 W2's.

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

___ Attach a 2021 tax return transcript or signed copy of your 2021 tax return if you did not use the IRS Data Retrieval Tool.

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

If your parent(s) did not file a 2021 tax return:

You must attach a 2021 IRS Verification of Non-Filing Letter if your parent(s) were not required to file 2021 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.**

If you and/or your parents filed a 2021 Federal Income Tax Return and did not use the IRS Data Retrieval Tool on the FAFSA you must submit a 2021 Tax Return Transcript from the IRS or a signed copy of your 2021 tax return(s). If the parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the 2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules must be provided for each.

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to 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, 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.

Certifications and Signatures:

Each person signing below certifies that all the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date. WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

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

Student Signature

Date

Parent Signature

Date