

# KINGS COLLEGE 2017-2018 VERIFICATION WORKSHEET

Dependent V-5

## PART 1: Student Information

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

## PART 2: Household Information

In the table below, list the people in your parents' household as follows:

**Line #1:** Your information (the student)

**Lines # 2 and 3:** Check one of the options below to determine which parent/stepparent to include in lines 2 and 3.

My parents are:

\_\_\_ **Married** or **Unmarried** and **live** together.....On lines 2 and 3 write each parent's name

\_\_\_ **Divorced, Separated** or **Unmarried** and **live apart**.....On line 2 write the name of the parent with whom you lived the most during the last 12 months

\_\_\_ **Remarried** (the parent with whom I live the most has **remarried**).....On lines 2 and 3 write your parent and stepparent's names

\_\_\_ **Widowed**...On line 2 write your surviving parent's name

**Lines #4-#7:** List your parents' (as listed on lines 2 and 3) other children if your parents will provide more than half their 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 your parents. If there are more than 4 siblings and/or other dependents in your parents' household, please list their names on a separate sheet and submit that sheet with this form. If any household member will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary institution any time between 7/1/2017 and 6/30/2018, include the name of the school they will attend.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2017-2018
1			<i>Self</i>	Kings College
2			<i>Parent 1</i>	Not Applicable
3			<i>Parent 2/Stepparent</i>	Not Applicable
4				
5				
6				
7				

## 2015 Filing Requirements for Most Taxpayers

If your filing status is..	AND at the end of 2015 you were....	Then you should file a return if your gross income was at least...
Single	under 65	\$10,300
	65 or older	\$11,850
Married filing jointly	under 65 (both spouses)	\$20,600
	65 or older (one spouse)	\$21,850
	65 or older (both spouses)	\$23,100
Married filing separately	any age	\$4,000
Head of household	under 65	\$13,250
	65 or older	\$14,800
Qualifying widow(er) with dependent child	under 65	\$16,600
	65 or older	\$17,850

### PART 3: STUDENT INCOME INFORMATION

Please review the **2015** filing requirements listed above, then check one of the options below and provide the information requested:

☐ I **was not employed** in **2015** and **was not** required to file a **2015** Federal Income Tax Return.

☐ I **was employed** in **2015** and **was not** required to file a **2015** Federal Income Tax Return. **Please be aware:** IRS regulations generally require single, dependent students to file a Federal Income Tax Return if their earned income (as listed on W-2's) was more than **\$6,300.00**, or net income (income minus expenses) from self-employment was greater than **\$400.00**. Please refer to IRS Publication 17 for more information. If you checked this option you must:

- List all employers and amounts earned in **2015**. Submit all W-2's and/or 1099's with this form.

☐ I **was employed** in **2015** and **have filed** a **2015** Federal Income Tax Return. Please list all employers and amounts earned in **2015**. Submit all W-2's or other proof of earnings (i.e. 1099's) with this form.

Name of employer(s):

Amount earned in **2015**

		\$
		\$
		\$
		\$

If you cannot provide W-2's, 1099's, etc., you must attach a letter explaining why you cannot submit proof of earnings.

### PART 4: PARENT INCOME INFORMATION

This section must be filled out for each parent listed in Part 2.

Parent 1 Name: \_\_\_\_\_

Please review the **2015** filing requirements listed above, then check one of the options below and provide the information requested:

☐ I **was not** employed in **2015** and **was not** required to file a **2015** Federal Income Tax Return.

☐ I **was employed** in **2015** and **was not** required to file a **2015** Federal Income Tax Return. If you checked this option you must:

- List all employers and amounts earned in **2015**. Submit all W-2's, 1099's etc. with this form.

\_\_\_ I **did not** work in **2015** but **have filed** a **2015** Federal Income Tax Return.

\_\_\_ I **did** work in **2015** and **have filed** a **2015** Federal Income Tax Return. If you checked this option you must:

- List all employers and amounts earned in **2015**. Submit all W-2's or other proof of earnings (i.e. 1099's) with this form.

\_\_\_ I **own my own business** or worked as **an independent contractor** in **2015** and **have filed** a **2015** Federal Income Tax Return. Please list the name of your business or your employers and the amount earned in **2015**. **If you own a business submit page 1 of your 2015 1040 and schedule C with this form.** If you worked as an independent contractor, submit all 1099's from your employers with this form.

Name of business/employer(s):

Amount earned in **2015**

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

If you cannot provide W-2's, 1099's, etc., you must attach a letter explaining why you cannot submit proof of earnings.

Parent 2 Name: \_\_\_\_\_

Please review the **2015** filing requirements listed above, then check one of the options below and provide the information requested:

\_\_\_ I **was not** employed in **2015** and **was not** required to file a **2015** Federal Income Tax Return.

\_\_\_ I **was employed** in **2015** and **was not** required to file a **2015** Federal Income Tax Return. If you checked this option you must:

- List all employers and amounts earned in **2015**. Submit all W-2's, 1099's etc. with this form.

\_\_\_ I **did not** work in **2015** but **have filed** a **2015** Federal Income Tax Return.

\_\_\_ I **did** work in **2015** and **have filed** a **2015** Federal Income Tax Return. If you checked this option you must:

- List all employers and amounts earned in **2015**. Submit all W-2's or other proof of earnings (i.e. 1099's) with this form.

\_\_\_ I **own my own business** or worked as **an independent contractor** in **2015** and **have filed** a **2015** Federal Income Tax Return. Please list the name of your business or your employers and the amount earned in **2015**. **If you own a business submit page 1 of your 2015 1040 and schedule C with this form.** If you worked as an independent contractor, submit all 1099's from your employers with this form.

Name of business/employer(s):

Amount earned in **2015**

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

If you cannot provide W-2's, 1099's, etc., you must attach a letter explaining why you cannot submit proof of earnings.

## 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 completely and will submit the correct documents.

\_\_\_ Parts 1 through 4 must be completed by all students.

\_\_\_ Attach all proof of earnings i.e., W-2's, 1099's etc. If you cannot provide proof of earnings, attach a letter explaining why.

\_\_\_ Attach page 1 of your parents' **2015** 1040 and schedule **C** if your parent(s) own(s) a business.

**PLEASE NOTE: If you and/or your parents filed a 2015 Federal Income Tax Return and did not use the Data Retrieval Tool (DRT) on the FAFSA you must submit either a 2015 Tax Return Transcript from the IRS or a signed copy of your 2015 1040, 1040A or 1040EZ IRS tax returns.**

\_\_\_ Attach your **2015** tax return transcript or a **signed** copy of your **2015 1040, 1040A or 1040EZ** IRS tax returns.

\_\_\_ Attach your parent(s) **2015** tax return transcript or a **signed** copy of their **2015 1040, 1040A or 1040EZ** IRS tax returns.

To order your Tax Return Transcript by **PHONE** call 1-800-908-9946.

To order your Tax Return Transcript by **MAIL** log on to [www.IRS.gov](http://www.IRS.gov). Under Tools select "Get a Tax Transcript", then click "Get Transcript by MAIL". Be sure to select **2015 Tax Return Transcript** not IRS Tax Account Transcript.

To order your Tax Return Transcript **ONLINE** log on to [www.IRS.gov](http://www.IRS.gov). Under Tools select "Get a Tax Transcript", then click "Get Transcript ONLINE". Be sure to select **2015 Tax Return Transcript** not IRS Tax Account Transcript.

\_\_\_ Submit proof that you have completed high school by submitting one of the following:

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when your diploma was awarded.
- If you completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A state certificate or transcript you received after passing a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSet, TASC, or other State-authorized examination).
- An academic transcript that indicates you have successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschooled setting.

\_\_\_ You must appear **in person** at the King's College Financial Aid Office located on campus on the first floor of the Administration Building in Wilkes Barre PA to verify your identity and sign a Statement of Educational Purpose. You must bring valid government-issued photo identification (ID), such as a driver's license, other state-issued ID, or passport. Office hours are Monday through Friday 8:30am to 4:30pm. Our phone number is (570) 208-5868.

Sign and date on the lines below:

**CERTIFICATION: By signing this worksheet I certify that all information reported is complete and accurate. Providing false or misleading information may result in fines, incarceration, or both. If I was not required to file a 2015 federal income tax return I hereby certify that I have read the information regarding general IRS Filing Requirements for Most Taxpayers, have consulted IRS Publication 17 and have complied with IRS filing regulations.**

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Student Signature

Date

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Parent Signature

Date