

# KINGS COLLEGE 2017-2018 VERIFICATION WORKSHEET

Independent 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 household as follows:

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

**Line # 2:** Your spouse, if you are married

**Lines #3-#7:** List your children and/or your spouse's children if you or your spouse will provide more than half their support from July 1, 2017 through June 30, 2018, even if the children do not live with you. List other people if they now live with you and you and/or your spouse will provide more than half of their support and will continue to provide more than half their support from July 1, 2017 through June 30, 2018.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2017-2018
1			Self	Kings College
2			Spouse if married	
3				
4				
5				
6				

## 2015 Filing Requirements for Most Taxpayers

If your filing status is..	AND at the end of 2015 you were....	Then 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. If you select this option you must:

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

☐ I **was employed** in **2015** and **have filed** a **2015** Federal Income Tax Return. If you select this option you must:

- List all employers and amounts earned in **2015**. Submit all W-2's, 1099's etc., 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 in lieu of W-2's 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 document earnings.**

## PART 4: SPOUSAL INCOME INFORMATION

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 select this option you must:

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

☐ I **was employed** in **2015** and **have filed** a **2015** Federal Income Tax Return. If you select this option you must:

- List all employers and amounts earned in **2015**. Submit all W-2's, 1099's etc., 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 in lieu of W-2's 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 document 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 3 must be completed by all students.

☐ Part 4 must be completed by all married students.

☐ Attach all proof of earnings i.e., W-2's, 1099's etc. If you cannot provide proof of earnings, attach a letter of explanation.

☐ **Attach page 1 of your 2015 1040 and schedule C if you and/or your spouse own(s) a business.**

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

\_\_\_ Attach your 2015 tax return transcript or a **signed** copy of your 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 documents:

- 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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Spouse

Date