

WILLIAM PENN UNIVERSITY

2019-20 INDEPENDENT VERIFICATION WORKSHEET

Your 2019-20 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. To verify that you provided correct information, William Penn University will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected. William Penn will make the corrections on your behalf.

You must complete and sign this worksheet, attach required documents, and submit to William Penn University. William Penn University may request additional information once the review process begins. If you have questions about verification, contact Ann Johnson at 800-779-7366 option 2 or 641-673-1184.

Send documentation by:

MAIL:

William Penn University
Office of Financial Aid
201 Trueblood Avenue
Oskaloosa, IA 52577

OR

FAX:

641-673-1115

A. Student Information – Please Print

Last Name First Name M.I.

Last 4 digits of Social Security Number (Optional)

Address (include apt. #)

City State Zip Code

Date of Birth

E-mail Address

Daytime Phone Number and/or Cell Number (Include Area Code)

B. Family Information

Independent Students: List the people in your household; include (1) yourself, (2) your spouse if married (3 - 5) your children, if you will provide more than half of their support from July 1, 2019 through June 30, 2020 (even if they do not live with you) or if they would be required to provide your information when applying for federal student aid; and (6) any other people if they now live with you and you will provide more than half of their support from July 1, 2019 through June 30, 2020.

Also write the name of the college for any family member who will be attending college at least half time between July 1, 2019 and June 30, 2020, and will be enrolled in a program that leads to a college degree or certificate.

Full Name	Age	Relationship	College	Will be enrolled at least half time. (yes or no)
1.		Student/Self		
2.		Spouse		
3.		Child		
4.		Child		
5.		Child		
6.		Other		

C. Tax Forms and Income Information

TAX FILERS: Check the box for those people who filed a 2017 Federal Income Tax Return.

_____ Student _____ Spouse

IF YOUR VERIFICATION LETTER IS REQUESTING TAX INFORMATION, you may retrieve income tax information directly from the IRS. The attached instruction sheet gives some options for obtaining the tax information. You may also send us a copy of your Federal 1040 Form from your copy of the 2017 Federal Tax Return. However, the copy of the return you send to us must have a handwritten signature.

NON TAX FILERS: Check the line for those people who did not and are not required to file a 2017 Federal Income Tax Return.

_____ Student _____ Spouse

For the individuals who DID NOT AND ARE NOT REQUIRED to file a 2017 income tax return you must:

1. List below your employer(s) and any income received in 2017 in the table provided below.
2. Submit copies of all 2017 W2s to the Financial Aid Office.
3. Submit a confirmation of nonfiling letter to the financial aid office by completing IRS Form 4506T. Be sure to check box 7 on the 4506T to request the confirmation of nonfiling, then mail or fax the 4506T by following instructions on Page 2 of the 4506T Form. You may obtain a 4506T Form at the IRS website: www.irs.gov or contact the financial aid office for a complimentary form.

Name of Employer	Student Amount	Receive W2	Spouse Amount	Receive W2
<i>Suzy's Auto Body Shop (example)</i>	\$2000.00	Yes		

F. Certification and Signature

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

Warning: If you purposely give false or misleading information, you may be fined, be sentenced to jail, or both.

Student's Name (Print Name)

Date of Birth

Student's Signature

Date