



## 2023-2024 DEPENDENT Verification Worksheet

Verification Group V5

**Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification".**

The following items are required prior to a financial aid award being finalized:

- (1) This completed and signed Verification Worksheet.
- (2) Your 2021 Federal Tax Return Transcript (if IRS Data Retrieval Tool was not utilized), or if applicable, the Statement of Non-Filing in Option 2. Any W-2 or 1099 statements from 2021.
- (3) 1Your Parent(s)' 2021 Federal Tax Return Transcript (if IRS Data Retrieval Tool was not utilized), or if applicable, the Statement of Non-Filing in Option 2. Any W-2 or 1099 statements from 2021.

*If there are any differences between your FAFSA information and your financial documents, Lincoln University may need to make corrections to your record.*

### Section A: Student's Information

\_\_\_\_\_  
Last Name, First Name, M.I.

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

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

### Section B: Dependent Student's Family Information

**List below the people in your parent(s)' household. Include:**

- The student.
- The parents (including a stepparent)
- The parents' other children if the parents will provide more than half of the children's support. 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.
- Indicate who in your household (excluding parents) who is or will be attending an institution of higher education at least half-time from July 1, 2023 to June 30, 2024.

*If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Full Name	Age	Relationship	Name the College the Household Members are Currently Attending	Did/Will this person file a 2021 Federal Tax Return?
		Self	Lincoln University	Yes ____ No ____
				Yes ____ No ____
				Yes ____ No ____
				Yes ____ No ____
				Yes ____ No ____
				Yes ____ No ____
				Yes ____ No ____
				Yes ____ No ____

**Note: We may request additional documentation if we have reason to believe the information is inaccurate.**

Student's Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

**Section C: Student Tax Filing Status for calendar year 2021:** Please complete Option 1 or Option 2.

**Option 1: Student filed a 2021 IRS Tax Return:** Please select an option below.

\_\_\_ IRS Data Retrieval Tool was used to file FAFSA or,

\_\_\_ 2021 IRS Tax Return Transcript is attached. To obtain an IRS Tax Return Transcript go to [www.irs.gov](http://www.irs.gov) and click "Get Your Tax Return".

**Option 2: Student was a Non-tax Filer for calendar year 2021:**

I certify that I did not, and am not required to file a 2021 U.S. federal tax return. Please select an option below.

\_\_\_ Student was not employed and had no income earned from work in 2021.

\_\_\_ Student was employed in 2021, but did not file a federal tax return. Complete the table below to report all employers and amount earned in 2021. You will be required to provide copies of your IRS W-2 forms for 2021.

Employer's Name	2021 Amount Earned

**Section D: Parent Tax Filing Status for calendar year 2021:** Please complete Option 1 or Option 2.

**Option 1: Parent(s) filed a 2021 IRS Tax Return:** Please select an option below.

\_\_\_ IRS Data Retrieval Tool was used to file the FAFSA or,

\_\_\_ 2021 IRS Tax Return Transcript is attached. To obtain an IRS Tax Return Transcript go to [www.irs.gov](http://www.irs.gov) and click "Get Your Tax Return."

**Option 2: Parent(s) was a Non-tax Filer for calendar year 2021:**

I certify that I did not, and am not required to file a 2021 U.S. Federal Tax return. You are required to submit an official IRS Verification of Non-Filing Letter, go to [www.irs.gov](http://www.irs.gov) to request this document. Please select an option below.

\_\_\_ Parent(s) were not employed, and did not earn income from work in 2021.

\_\_\_ Parent(s) were employed in 2021, but did not file a federal tax return. Complete the table below to report all employers and amounts earned in 2021. You will be required to provide copies of your IRS W-2 forms for 2021.

Employer's Name	2021 Amount Earned

## Section E: Identity/Statement of Educational Purpose



**The form must be completed and signed in the presence of either a Lincoln University Financial Aid Administrator or a Notary Public.**

**Do not complete this section in advance.**

### Identity/Statement of Educational Purpose (To be signed at the Institution)

Name of Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last Name First Name M.I.

The student must appear in person at Lincoln University 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.

If Submitting in Person: Present this form with original valid government-issued photo ID <b>To be completed by The Lincoln University Financial Aid Administrator.</b>	
ID Type:	
ID Number:	Exp. Date:
FAA Name:	
FAA Title:	
FAA Signature:	Date:

## Identity/Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at Lincoln University 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.

**These forms will not be accepted if they are faxed or scanned to the Office of Financial Aid. We HAVE to be in receipt of all these original documents.**

### Statement of Educational Purpose

I certify that I, \_\_\_\_\_, am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes, and to pay the cost of attending Lincoln University for 2022-2023.

(Print Student's Name)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID Number

If Submitting by Mail:

Send this form with photocopy of valid government-issued photo ID  
**To be completed in the presence of a Notary Public.**

**State of:**

**City/County of:**

**Date:**

**Before me,**  
**(print Notary's name):**

**Personally Appeared,**  
**(printed name of signer):**

**Proved to me on the basis of satisfactory evidence of identification:** \_\_\_\_\_  
(type of unexpired government-issued photo ID provided)

**To be the above -named person who signed the foregoing instrument.**

**Signed:** \_\_\_\_\_  
**(Notary Signature)**

**My commission expires on:** \_\_\_\_\_

**Witness my hand and official seal**

## Section F: Certification and Signatures

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Please return this worksheet, along with the required documentation to:

***Lincoln University  
Office of Financial Aid***

***1570 Baltimore Pike Lincoln University, PA 19352***

If you have any questions, please feel free to contact the Financial Aid Office at (800) 561-2606. Our office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday.