

**MORGAN STATE UNIVERSITY**  
**Office of Financial Aid**  
**2014 – 2015 Verification Worksheet**

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Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we (Department of Education) may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information, financial aid administrators at Morgan State University will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **Warning: if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

**A. Student's Information**

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Student's Last Name	Student's First Name	Student's M.I.	MSU ID Number
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Student's Street Address (include apt. no.)	Student's Date of Birth
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City	State	Zip Code	MSU Email Address
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Student's Home Phone Number (include area code)	Student's Alternate or Cell Phone Number
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**B. Family Information**

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**Dependent Students - Dependent Student's Family Information**

List the people in your parent(s)' household include: (A) yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s); (B) your parent(s)' other children, if your parent(s) will provide more than half of their support from July 1, 2014, through June 30, 2015, or if the other children would be required to provide parental information if they were completing a FAFSA for 2014–2015. Include children who meet either of these standards, even if they do not live with your parent(s); (C) Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2015.

**Independent Students - Independent Student's Family Information**

List below the people in your household, include: (A) yourself (B) your spouse, if you are married. (C) your children, if any, if you will provide more than half of their support from July 1, 2014, through June 30, 2015, or if the child would be required to provide your information if they were completing a FAFSA for 2014–2015. Include children who meet either of these standards, even if they do not live with you. (D) Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2015.

**Include** the name of the college for any household member, excluding parent(s) who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2014, and June 30, 2015. *If more space is needed, attach a separate page with your name and MSU ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>		

## C. Income Information to Be Verified

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**Instructions:** Complete this section if you, the student, and /or student's parent(s) filed or will file a 2013 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web.*

The student (and, if married, my spouse's) and/or my parent(s), has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2013 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

The student (and, if married, my spouse's) and/or my parent(s), has not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my 2013 IRS income information into my FAFSA once I have filed my 2013 IRS tax return.

The student (and, if married, my spouse's) and/or my parent(s), am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2013 IRS TAX RETURN TRANSCRIPT(s)**—no photocopies of the income tax return.

*Check here if an IRS tax return transcript(s) is attached to this worksheet.*

*Check here if IRS tax return transcript(s) will be submitted to MSU at later date. Verification cannot be completed until the IRS tax return transcript(s) has been submitted.*

**Note:** To order a TAX RETURN TRANSCRIPT, call the IRS at 1-800-908-9946 or visit the [www.irs.gov](http://www.irs.gov). If student (or your spouse, if married) and/or parent(s) filed, or will file, an amended 2013 IRS tax return, you must submit a copy of the **1040 or Tax Transcript, and 1040X**.

**NON-TAX FILERS**—Complete this section if the student and/or parent, will not file or is not required to file a 2013 income tax return with the IRS.

**Check the box that applies:**

The student (and, if married, my spouse's) /or my parent(s) was not employed and had no income earned from work in 2013.

The student (and, if married, my spouse's) /or my parent(s) was employed in 2013 and has listed below the names of all the student's employers, the amount earned from each employer in 2013, and whether an IRS W-2 form is attached. Attach copies of all 2013 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2013 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

## D. Other Information to Be Verified

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1. Do you or someone listed in Section B receive benefits from the Supplemental Nutrition Assistance Program or SNAP formerly known as food stamps during 2012 and/or 2013?

Yes  No \* If yes, please provide documentation for SNAP benefits received during 2012 and/or 2013.

2. Complete this section if you, (and, if married, my spouse's) and /or your parent(s) paid child support in 2013

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid to	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2013
<i>Marty Jones (example)</i>	<i>Chris Smith</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

## E. Certification and Signature

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I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(Dependent Students Only)*

The Office of Financial Aid will verify with the Admissions Office one of the following:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If State law requires a homeschooled 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.
- If State law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (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 documents the successful completion of a secondary school education in a homeschool setting.

**G. Identity and Statement of Educational Purpose (To be Signed at the Institution)**

***\*\*Complete this section only in the presence of a MSU, Office of Financial Aid Employee***

The student must appear in person at ***Morgan State University*** or before a ***Notary Public*** to verify his or her identity by presenting 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

**In addition, the student must sign, in the presence of the institutional official, the following:**

**Statement of Educational Purpose**

I certify that I, \_\_\_\_\_ am the individual signing this  
(Print Student's Name)

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  
***Morgan State University for 2014–2015.***

\_\_\_\_\_ (Student's Signature)

\_\_\_\_\_ (Student's ID Number)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (FAO Administrator's Signature)

\_\_\_\_\_ (Date)

**This original document and a copy of your valid photo ID must be returned to the Office of Financial Aid.**

***\*\*Complete this section only if you are unable to appear in person.***

**Notary's Certificate of Acknowledgement  
(if applicable)**

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary)

personally appeared, \_\_\_\_\_, has presented a valid  
(Signer/student)  
government-issued photo identification (ID) such as, but limited to a driver's license, other state issued ID, or passport.

(Seal)

\_\_\_\_\_ (notary signature)

My commission expires on \_\_\_\_\_

(date)