



Hannibal-LaGrange University

**2017-2018 Aggregate Verification Group**

**WHY YOU HAVE RECEIVED THIS FORM**

Your application was selected for review in a process called “verification”. In this verification process we will be comparing information from your FAFSA with copies of your 2015 federal tax documents. If there are differences between your FAFSA and verification documents we will make the corrections and send the required changes to the federal student aid processor to have your information reprocessed.

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Last 4 Digits of Social Security # \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Family Information**

**Number of Household Members and Number in College**

*(Independent Student)*

Number of Household Members: List below the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2017, through June 30, 2018, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2018.

Number in College: Include below information about, any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017, and June 30, 2018. Include the name of the college/university.

**Number of Household Members and Number in College**

*(Dependent Student)*

Number of Household Members: List below the people in the parents’ household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s 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 the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2018.

**Number in college:** Include below information about any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2016, and June 30, 2017. Include the name of the college.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship	University/College	Will be enrolled at least half time (Yes or No)
		Self	Hannibal-LaGrange University	

## 2017-2018 Aggregate Verification Group

### Tax Return Transcript & Income Information

To request an official 2015 Tax Return Transcript from the IRS, you may call 1-800-908-9946 or request a Transcript online at [www.irs.gov](http://www.irs.gov).

## Verification of 2015 Income Information for STUDENT TAX FILERS

**Important Note:** *The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.*

**Instructions:** Complete this section if the student and spouse filed or will file a 2015 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2015 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

#### Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.
- Check here if you did not file, will not, and are not required to file a 2015 U.S. Income Tax Return. Attach copies of a W-2 from each employer. If you did not receive W-2 statements, attach a separate page listing each employer and any income received from that employer.

To obtain a **2015 IRS Tax Return Transcript**, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2-3 weeks after the 2015 IRS income tax return has been accepted by the IRS.

*If the student and spouse filed separate 2015 IRS income tax returns, 2015 IRS Tax Return Transcripts must be provided for both.*

#### Sign This Worksheet

By signing this worksheet, I (we) certify that all of the information to qualify for federal financial aid is complete and correct.

I understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## 2017-2018 Aggregate Verification Group

### Verification of 2015 Income Information for PARENT TAX FILERS

**Important Note:** *The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.*

**Instructions:** Complete this section if the parents filed or will file a 2015 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2015 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT within 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

#### Check the box that applies:

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a 2015 IRS Tax Return Transcript(s).
- Check here if you did not file, will not, and are not required to file a 2015 U.S. Income Tax Return. Attach copies of a W-2 from each employer. If you did not receive W-2 statements, attach a separate page listing each employer and any income received from that employer.

To obtain a **2015 IRS Tax Return Transcript**, go to [www.irs.gov](http://www.irs.gov) and click on the "Order a Return or Account Transcript" link. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the

*If the parents filed separate 2015 IRS income tax returns, 2015 IRS Tax Return Transcripts must be provided for both.*

#### Sign This Worksheet

By signing this worksheet, I (we) certify that all of the information to qualify for federal financial aid is complete and correct.

I understand that giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.

\_\_\_\_\_  
Parent Signature (Dependent Students)

\_\_\_\_\_  
Date

## 2017-2018 Aggregate Verification Group

### ***High School Completion Status***

**Provide one of the following documents that indicate the student's high school completion status. prior to beginning college in 2017–2018:**

- 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.

***If the student is unable to obtain the documentation listed above, he or she must contact the financial aid office.***



## 2017-2018 Aggregate Verification Group

### Identity and Statement of Educational Purpose

The student must appear in person at Hannibal-LaGrange University to verify his or her identity by presenting a 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.

#### STATEMENT OF EDUCATIONAL PURPOSE

I certify that I, \_\_\_\_\_, am the individual signing this  
*(please print)*

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 Hannibal-LaGrange University.

\_\_\_\_\_  
Student's Signature \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
HLGU Representative \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

#### NOTARY NEEDED ONLY IF SUBMITTING BY MAIL.

#### NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

Subscribed and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_, a Notary Public,

in and for \_\_\_\_\_ County, State of \_\_\_\_\_

on basis of satisfactory evidence of identification \_\_\_\_\_ to be  
*(Type of government-issued photo ID provided)*

the above-named person who signed the foregoing instrument.

\_\_\_\_\_  
Notary's Signature

My Commission expires on \_\_\_\_\_, \_\_\_\_\_.

WITNESS my hand and official seal  
*(seal here)*

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

