Federal Student Aid Programs
2018-2019 VERIFICATION WORKSHEET [V5]

Your application was selected for review by the U.S. Department of Education in a process called 'verification'. This process requires Xavier University by federal law [34 CFR, Part 668] to compare the information from your FAFSA with the information provided on this form. Please submit a copy of your 2016 federal tax return transcript [and your parents' if you are considered dependent for federal aid purposes or your spouse's if you are married]. They can be requested from the IRS (directions below) or figures can be transferred utilizing the IRS Data Retrieval Process through the student's FAFSA. If there are differences between your application and the documents you've submitted, a staff member in the Office of Student Financial Assistance will make corrections. We cannot process your financial aid award until verification has been completed. Please provide the required documents by June 15.

WHAT YOU SHOULD DO

1 Collect your [and your parents' or spouse's] financial documents. Students and/or parents may contact the IRS to obtain official tax return transcripts by phone at 800-908-9946 or online at http://www.irs.gov/Individuals/Get-Transcript. If you (and your spouse and/or parent(s) utilized the IRS Data Retrieval process on the FAFSA and the figures were transferred successfully then tax return transcripts are not required. If you and/or your parents are eligible to use the IRS Data Retrieval Process, but did not, you are encouraged to return to your FAFSA online and use the IRS tool to update your and/or your parent(s) tax information. Taxes must be submitted to the IRS at least two weeks prior to using the IRS Data Retrieval Process.

2 Complete all sections and sign the worksheet.

3 Return the worksheet and any tax documents to the Office of Student Financial Assistance, Xavier University:
   Mail: 3800 Victory Parkway, Cincinnati, OH 45207-5111
   Fax: 513-745-2806
   Email: xufinaid@xavier.edu

4 Xavier will review the information on these documents and make corrections if necessary. If you have questions about completing this worksheet, please contact us at 513-745-3142.

A STUDENT INFORMATION [PLEASE PRINT]

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Xavier ID/SSN</th>
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<table>
<thead>
<tr>
<th>Address [include apt. #]</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<table>
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<tr>
<th>Date of Birth</th>
<th>Student Email Address</th>
<th>Daytime Phone [include area code]</th>
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<th>Parent Email Address</th>
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### B FAMILY INFORMATION

- **Independent Students:** List the people in your household, including: [a] yourself, and your spouse if you have one; and [b] your children, if you will provide more than half of their support from July 1, 2018, through June 30, 2019; and [c] 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 from July 1, 2018, through June 30, 2019.

- **Dependent Students:** List the people in your parents’ household, including: [a] yourself and your parent(s) [including stepparent] even if you don’t live with your parents; and [b] your parents’ other children, even if they don’t live with your parent(s), if [1] your parents provide more than half of their support from July 1, 2018, through June 30, 2019, or [2] the children would be required to provide parental information when applying for federal student aid; and [c] other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2018, through June 30, 2019.

Write the names of all household members. Also write in the name of the college for any family member, excluding your parent(s), who will be attending college at least half-time between July 1, 2018, and June 30, 2019, and will be enrolled in a degree, diploma or certificate program. If you need more space, attach a separate page.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td>Xavier University</td>
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### C TAX FORMS AND INCOME INFORMATION

- All tax filers must submit a copy of their 2016 federal tax return transcript (unless IRS data retrieval figures transferred). Please check here if you and/or your parent(s) successfully used the IRS Data Retrieval Process on the FAFSA.

  - You
  - Your spouse
  - Parent #1 [father/mother/step]
  - Parent #2 [father/mother/step]

- Check the box for those people who did not and are not required to file a 2016 federal income tax return. List below your employer(s) and any income received in 2016 [use W-2 forms or other earning statements]. **A W-2 must be submitted for each source of income. Parents/independent students must also submit an IRS Letter of Non-Filing**.

  - You
  - Your spouse
  - Parent #1 [father/mother/step]
  - Parent #2 [father/mother/step]


<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Student Amount</th>
<th>Spouse or Parent(s) Amount</th>
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</table>
### C TAX FORMS AND INCOME INFORMATION [CONT.]

Both tax filers and non-tax filers must list any untaxed income received in 2016. **Be sure to enter zeroes if no funds were received.** [In the Free Application for Federal Student Aid (FAFSA); Students, see question 45, and/or parents, see question 94.] Failure to complete this section will delay the processing of your financial aid.

<table>
<thead>
<tr>
<th>Student [spouse]</th>
<th>Calendar Year 2016</th>
<th>Parent(s) [step-parent]</th>
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<tbody>
<tr>
<td></td>
<td><strong>FAFSA Questions 45 and/or 94</strong></td>
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<tr>
<td>$</td>
<td>Payments to tax-deferred pensions and savings plans [paid directly or withheld from earnings] including, but not limited to, amounts reported on W-2 Form Box 12a - 12d, codes D, E, F, G, H, and S. <strong>Don’t report amounts listed in DD.</strong></td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040 – line 28 + line 32 or 1040A – line 17.</td>
<td>$</td>
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<td>$</td>
<td>Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.</td>
<td>$</td>
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<tr>
<td>$</td>
<td>Untaxed portions of IRA distributions from IRS Form 1040 – lines [15a minus 15b] or 1040A – lines [12a minus 12b]. <strong>Exclude rollovers.</strong> If negative, enter a zero here.</td>
<td>$</td>
</tr>
<tr>
<td>$</td>
<td>Untaxed portions of pensions from IRS Form 1040 – lines [16a minus 16b] or 1040A – lines [12a minus 12b]. <strong>Exclude rollovers.</strong> If negative, enter a zero here.</td>
<td>$</td>
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<td>Child support received.</td>
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<td>$</td>
<td>Housing, food and other living allowances paid to members of the military, clergy and others [including cash payments and cash value of benefits].</td>
<td>$</td>
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</tbody>
</table>

### D HIGH SCHOOL COMPLETION

Provide one of the following documents that indicate the student’s high school completion status (check which is attached):

- A copy of the student’s 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 GED certificate or transcript.
- If state law requires a home-schooled student to obtain a secondary school completion for homeschool (other than a high school diploma or recognized equivalent), a copy of that credential.
- If state law does not require a home-schooled student to obtain a secondary school completion credential for homeschool, a transcript or the equivalent, signed by the student’s parent or guardian that lists the secondary school courses the student completed & documents the successful completion of a secondary school education in a homeschool setting.
E  IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE

Students may choose either option a or b (see page 5) based on whether or not they are able to come into the Office of Student Financial Assistance in person.

a. To Be Signed at Xavier

i. The student must appear in person at Xavier University (Office of Student Financial Assistance) 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.

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 Statement of

Student’s Name [print]

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 Xavier University for 2018-2019.

______________________________  ____________________
Student Signature              Date
b. To Be Signed in Front of a Notary
   i. If the student is unable to appear in person at Xavier University (Office of Student Financial Assistance) to verify his or her identity, the student must provide (a) a copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver’s license, other state-issued ID, or passport, and (b) the original notarized Statement of Education Purpose provided below.

   **Statement of Educational Purpose**

   I certify that I __________________________ am the individual signing this Statement of
   __________________________
   Student’s Name [print]
   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 Xavier University for 2018-2019.

   __________________________
   Student Signature
   __________________________
   Date

   **Notary’s Certificate of Acknowledgement**

   State of __________________________ City/County of __________________________
   On __________________________, before me, __________________________ Notary’s Name
   __________________________, before me, __________________________ Notary’s Name
   personally appeared, __________________________, and provided to me on the basis of
   __________________________
   Name of Signer [printed]
   satisfactory evidence of identification __________________________ to the above-named
   __________________________
   Type of Government Issued Photo ID Provided
   __________________________
   person who signed the foregoing instrument.

   WITNESS my hand and official seal

   __________________________
   (seal)

   __________________________
   Notary Signature
By signing this worksheet, I [we] certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Parent Signature [dependent students only]</th>
<th>Date</th>
</tr>
</thead>
</table>