Your 2015–2016 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 may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to:

Fisk University
Student Financial Aid Office
1000 17th Avenue North,
Nashville, TN, 37208
Phone: (615) 329-8735
Fax: (615) 329-8774

A. Independent Student’s Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Student’s ID</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Student’s Street Address (include apt. no.)</th>
<th>Student’s Date of Birth</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student’s Email Address</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Student’s Home Phone Number (include area code)</th>
<th>Student’s Alternate or Cell Phone Number</th>
</tr>
</thead>
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</tbody>
</table>

B. Independent Student’s Family Information

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 their support from July 1, 2015, through June 30, 2016, 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 their support and will continue to provide more than half of their support from July 1, 2015, through June 30, 2016.

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, 2015, and June 30, 2016, 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half Time (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Self</td>
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</tbody>
</table>

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate

### C. Independent Student’s Income Information

1. **TAX RETURN FILERS - Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the Student Financial Services Department if the student or spouse filed separate IRS income tax returns for 2014 or had a change in marital status after the end of the 2014 tax year on December 31, 2014.

   **Instructions:** Complete this section if the student and spouse filed or will file a 2014 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 2014 IRS income tax return information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

   In most cases, for electronic filers, 2014 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2014 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS. Contact the Student Financial Services Department 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](http://FAFSA.ontheweb) to transfer 2014 IRS income tax return information into the student’s FAFSA.
   - [ ] The student has not yet used the IRS DRT in [FAFSA on the Web](http://FAFSA.ontheweb), but will use the tool to transfer 2014 IRS income tax return information into the student’s FAFSA once the 2014 IRS income tax return has been filed.
   - [ ] The student is unable or chooses not to use the IRS DRT in [FAFSA on the Web](http://FAFSA.ontheweb), and instead will provide the school a 2014 IRS Tax Return Transcript(s). If the student and spouse filed separate 2014 IRS income tax returns, 2014 IRS Tax Return Transcripts must be provided for both.

   To obtain a 2014 IRS Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2014 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2014 IRS income tax return). In most cases, for electronic filers, a 2014 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2014 IRS income tax return has been accepted by the IRS. Generally, for filers of 2014 paper IRS income tax returns, the 2014 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2014 paper IRS income tax return has been received by the IRS.

   - Check here if a 2014 IRS Tax Return Transcript(s) is provided.
   - Check here if a 2014 IRS Tax Return Transcript(s) will be provided later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.
2. **TAX RETURN NONFILERS** – The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2014 income tax return with the IRS.

Check the box that applies:

- [ ] The student and/or spouse were not employed and had no income earned from work in 2014.
- [ ] The student and/or spouse were employed in 2014 and have listed below the names of all employers, the amount earned from each employer in 2014, and whether an IRS W-2 form is provided. Provide copies of all 2014 IRS W-2 forms issued to the student and spouse by their employers. List every employer even if the employer did not issue an IRS W-2 form.

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

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2014 Amount Earned</th>
<th>IRS W-2 Provided?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop (example)</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
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</tbody>
</table>

Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

**D. Receipt of SNAP Benefits**

**Important Note:** Complete this section if the student reported someone in the student’s household received benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps) on the FAFSA. Contact the Student Financial Services Department to determine if this section of the worksheet needs to be completed.

- [ ] The student certifies that ____________, a member of the student’s household, received benefits SNAP sometime during 2013 or 2014. SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

The student’s household includes:
- [ ] 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 their support from July 1, 2015, through June 30, 2016, 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 their support and will continue to provide more than half of their support from July 1, 2015, through June 30, 2016.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2013 or 2014.

**E. Child Support Paid**

**Important Note:** Complete this section if you or your spouse, if married, reported on the FAFSA that child support was paid in 2014. Contact the Student Financial Services Department to determine if this section of the worksheet needs to be completed.

- [ ] The student or spouse, who is a member of the student’s household, paid child support in 2014. List below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names of the children for whom the child support was paid, and the total annual amount of child support that was paid in 2014 for each child.
Name of Person Who Paid Child Support  | Name of Person to Whom Child Support was Paid  | Name and Age of Child for Whom Support Was Paid  | Amount of Child Support Paid in 2014
---|---|---|---

**Note:** If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:

- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks or money order receipts.

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**F. Identity and Statement of Educational Purpose (To Be Signed With Notary)**

If the student is unable to appear in person at __________________________

(Name of Postsecondary Educational Institution)

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 Educational Purpose provided below.

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**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

_________________________________________ for 2015-2016.

(Name of Postsecondary Educational Institution)

Student’s Signature  Date

Student’s ID Number
Notary’s Certificate of Acknowledgement

State of _______________________________________________________________________________
City/County of ___________________________________________________________________________
On _______________________, before me, ____________________________________________________,
(Date) (Notary’s name)
personally appeared, _____________________________________________________, and proved to me
(Printed name of signer)
on basis of satisfactory evidence of identification ____________________________________________
(Type of government-issued photo ID provided)
to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)                                            ______________________________________________
(Notary signature)

My commission expires on _________________________
(Date)

G. High School Completion Status

Provide one of the following documents that indicate the student’s high school completion status when the student will begin college in 2015–2016:

- An official high school transcript that shows the date when the diploma was awarded.
- An official General Educational Development (GED) certificate or an official GED transcript proving successful obtainment of a GED.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- An official 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 must contact the Student Financial Aid Department.
H. Certification and Signature

Each person signing below certifies that all of the information reported on this worksheet and on any attached page(s) is complete and correct.

<table>
<thead>
<tr>
<th>Student’s Signature (Required)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse’s Signature (Optional)</td>
<td>Date</td>
</tr>
</tbody>
</table>

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

Submit this worksheet and any required documents to the Student Financial Aid Department.