

Moody Bible Institute

2017-2018 Verification Worksheet

Dependent Student

Federal law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. We will compare your FAFSA with the information on this document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

ALL FINANCIAL AID AWARDED WILL NOT BE DISBURSED TO YOUR ACCOUNT UNTIL ALL REQUESTED INFORMATION HAS BEEN RECEIVED AND THE VERIFICATION PROCESS HAS BEEN COMPLETED.

A. Dependent Student's Information

 Student's Last Name Student's First Name Student's M.I. Student's MBI Identification (ID) Number

 Student's Primary Phone Number (include area code)

B. Dependent Student's Family Information

Household Members: List below the people in your parents' household. Include:

- The student (yourself).
- The parent(s) indicated on the FAFSA, 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.
- Include 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).

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

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

C. Dependent Student's Income Information

Part 1: Student Tax Return Filers

The best and easiest way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at www.fafsa.gov.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web*.
- The student has not yet used the IRS DRT in *FAFSA on the Web*.
- 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) from www.irs.gov/transcript**.

Please complete Part 1 or Part 2 – do not complete both.

Part 2: Student Tax Return Non-Filers

Check the box that applies if you are not required to file 2015 income taxes:

- The student was not employed and had no income earned from work in 2015.
- The student was employed in 2015 and has completed the box below. *List every employer even if they did not issue an IRS W-2 form.* Please note: If a W-2 form was issued, it **MUST** be provided.

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

Employer's Name	2015 Amount Earned	IRS W-2 Issued?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

D. Parent's Income Information — Note: The instructions below apply to the parent(s) identified on the FAFSA.

Part 1: Parent Tax Return Filers

The best and easiest way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at www.fafsa.gov.

Check the box that applies:

- The student's parents have used the IRS DRT in *FAFSA on the Web*.
- The student's parents have not yet used the IRS DRT in *FAFSA on the Web*.
- 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 from www.irs.gov/transcript**.

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

Please complete Part 1 or Part 2 – do not complete both.

Part 2: Parent Tax Return Non-Filers

Check the box that applies if you are not required to file 2015 income taxes:

- Neither parent was employed and had no income earned from work in 2015.
- One or both parents were employed in 2015 and have completed the box below. *List every employer even if the employer did not issue an IRS W-2 form.* Please note: If a W-2 form was issued, it **MUST** be provided.

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

Employer's Name	2015 Amount Earned	IRS W-2 Issued?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

E. High School Completion Status - Provide one of the following documents that indicate your high school completion status:

- A copy of your high school diploma.
- A copy of your final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by you after you passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- If you completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.
- An academic transcript that indicates you 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 includes a statement that the student successfully completed a secondary school education in a homeschool setting.

If you are unable to obtain the documentation listed above, you must contact the financial aid office.

F. Identity and Statement of Educational Purpose

The student must appear in person in the Moody Bible Institute Financial Aid Office 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 reviewed 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, a Statement of Educational Purpose.

If you are unable to appear in person to the Moody Bible Institute Financial Aid Office the Identity and Statement of Educational Purpose must be signed with a Notary. Please contact our office to request this form.

G. Certification and Signatures

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

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

Student’s Signature

Date

Parent’s Signature

Date

**Submit this worksheet to the address below:
Financial Aid Office • Moody Bible Institute • 820 N LaSalle Blvd, Chicago, IL 60610
financial.aid@moody.edu • Fax (312) 329-4274**