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 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 and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. 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.

A. Student Information

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Student ID Number</th>
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<th>Address (include apt. #)</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Date of Birth</th>
<th>Phone Number</th>
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Email Address

B. Family Information

Please fill in the chart with the following:

- Yourself and your parent(s) (including a stepparent) even if you don’t live with your parent(s).
- 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).
- 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.
- Include the name of the college for any household member, excluding your 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 the student’s name and school ID Number at the top.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship to you</th>
<th>If this person will attend college 6 credit hours or more in 2014-2015 write college name here</th>
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<td>SELF/STUDENT</td>
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C. Students 2013 income information:

1. Tax Return Filers: Complete this section if you 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. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2013 IRS income tax information into your FAFSA.
   Check the box that applies:

   [ ] I have used the Data Retrieval Tool
   [ ] I will use the tool once I have filed my 2013 IRS tax return. I understand that the verification process cannot be completed until my (and my parents) IRS information has been transferred into my FAFSA
   [ ] I cannot or will not use the tool and I will submit a 2013 IRS tax return transcript. I understand that verification cannot be completed until the transcript has been received and evaluated.
   To obtain an IRS tax return transcript, go to 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.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2013 IRS tax return was filed)

2. Tax return non-filers—complete this section if you will not file and are not required to file a 2013 income tax return with the IRS.
   Check which statement is true

   [ ] I was not employed and had no income earned from work in 2013 If you had no income, or minimal income, during 2013, you must document your means of support. Submit a statement and any documentation related to your income for 2013 with this form.

   [ ] I was employed in 2013 but was not required to file a tax return. Listed below are the names of all employers, the amount earned from each employer, and whether an IRS W-2 is attached. If you received any W2's they must be attached. List every employer even if you did not receive a W-2

<table>
<thead>
<tr>
<th>Employers Name</th>
<th>2013 Amount Earned</th>
<th>W-2 Attached</th>
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</table>
D. Parents 2013 tax information

1. Tax Return Filers: Complete this section if you 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. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into your FAFSA.

Check the box that applies:

☐ I have used the data Retrieval tool

☐ I will use the tool once I have filed my 2013 IRS tax return. I understand that the verification process cannot be completed until my (and my parents) IRS information has been transferred into my FAFSA.

☐ I cannot or will not use the tool and I will submit a 2013 IRS tax return transcript. I understand that verification cannot be completed until the transcript has been received and evaluated.

To obtain an IRS tax return transcript, go to 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.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2012 IRS tax return was filed).

2. Tax return non-filers—complete this section if you will not file and are not required to file a 2013 income tax return with the IRS.

Check which statement is true

☐ I was not employed and had no income earned from work in 2013

☐ I was employed in 2013 but was not required to file a tax return. Listed below are the names of all employers, the amount earned from each employer, and whether an IRS W-2 is attached. Attach copies of all 2013 W-2’s. List every employer even if you did not receive a W-2

<table>
<thead>
<tr>
<th>Employers Name</th>
<th>2012 Amount Earned</th>
<th>W-2 Attached</th>
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If you had no income, or minimal income, during 2013, you must document your means of support.

Submit a statement and any documentation related to your income for 2013 with this form.
TO BE COMPLETED AND SIGNED BY PARENT

E. Child Support Paid:
I certify that I paid child support in 2013. I have listed below the names of the individuals to whom child support was paid, the names of the children for whom the child support was paid and the total amount of child support paid in 2013 for each child. I also attest that I have not included these children as members of my household size. (The parent can either include these children as members of the household or include the amount of child support paid but may not include these children as members of the household and also list child support paid).

<table>
<thead>
<tr>
<th>Name of Person to Whom Child Support Was Paid</th>
<th>Name of Child for Whom Child Support Was Paid</th>
<th>Total Amount of Child Support Paid in 2013</th>
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Please note that in certain circumstances additional documentation may need to be provided such as:

- A copy of the separation agreement or divorce degree 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
- Copies of child support payment checks or money order receipts

F. Food Stamps (SNAP - Supplemental Nutrition Assistance Program)

☐ My parents did not receive Food Stamps (snap) in 2012 or 2013

☐ My parents did receive Food Stamps (snap) in 2012 or 2013 (documentation may be required)

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 2014–2015. Please check the box of the documentation included.

☐ A copy of my high school diploma

☐ A copy of my final official high school transcript that shows the date when the diploma was awarded

☐ A copy of my General Educational Development (GED) certificate or GED transcript

☐ An academic transcript that indicates I successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

☐ My 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), and I am attaching a copy.

☐ My 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), I am attaching a transcript or the equivalent, signed by my parent or guardian, that lists the secondary school courses that I completed and documents the successful completion of 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.
H. Identity and Statement of Educational Purpose (To Be Signed at the Institution)
The student must appear in person at Southern Virginia University 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 your 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 Southern Virginia University for 2013–2014.

_________________________________________  __________________________
(Student’s Signature)  (Date)

If you are unable to sign the above document at the school please have this one notarized
and send it to the school:

Notary’s Certificate of Acknowledgement

State of ____________________________________________
City/County of ______________________________________
On ______________________, before me, ____________________________
(Date)  (Notary’s name)
personally appeared, __________________________________________, and provided 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)

Please return this worksheet to Student Financial Services, One University Hill Drive, Buena Vista VA 24416 or
Fax to: 540-266-3840. If you have questions, please contact our office at 540-261-8405 or email us at
student.finances@svu.edu. Until Verification is complete your financial aid is tentative and cannot be released.