

# Moody Bible Institute

## 2018-2019 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 2018-2019 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, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. 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, 2019.

**Number in College:**

Include information about any household member who is or 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, 2018, and June 30, 2019 (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 – if Enrolled	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](http://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 **2016 IRS Tax Return Transcript(s) from [www.irs.gov/transcript](http://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 2016 income taxes:**

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 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	2016 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](http://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 **2016 IRS Tax Return Transcript from [www.irs.gov/transcript](http://www.irs.gov/transcript)**.

\*If the parents filed separate 2016 IRS income tax returns, **2016 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 2016 income taxes:**

- Neither parent was employed and had no income earned from work in 2016.
- One or both parents were employed in 2016 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	2016 Amount Earned	IRS W-2 Issued?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**E. Certification and Signatures - Required**

Each person signing below 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**