#1 - TAX AND INCOME INFORMATION

***NEW*** Due to changes in federal regulations, we can no longer accept copies of your tax return. You may not be required to submit any additional tax forms – please check your MAX account to see what forms are required to be submitted. If the taxes are required, you must obtain a TAX RETURN TRANSCRIPT. Please note, the tax return transcript does NOT need to be signed. This can be requested from the IRS in one of the following ways:

1) Online at www.irs.gov. Be sure to request the RETURN TRANSCRIPT (under Tools)
   - You need the SSN, DOB, & address of the primary filer (the first person listed on the tax return)
2) By phone at 1-800-908-9946
3) By completing a Form 4506T-EZ, which can be obtained online at www.irs.gov

IF ORDERING THE TAX RETURN TRANSCRIPT, PLEASE WAIT UNTIL YOU RECEIVE IT TO SEND IN ALL MATERIALS. WE CANNOT PROCESS THE VERIFICATION WITHOUT THE TAX RETURN TRANSCRIPT (UNLESS IT IS ALREADY WAIVED ON MAX).

#2 - FOR DEPENDENT STUDENTS - HOUSEHOLD CHART (PAGE 2)

1) Write the student’s name and age on the first line.
2) Based on the marital status of your parents, list the names and ages according to the following guidelines:
   - Married/Unmarried but both legal parents living together – list both your mother and father (biological parents are both living together and/or married to each other)
   - Remarried – list your custodial parent (with whom you reside and/or provides your support) and his/her spouse (the student’s stepparent).
   - Never Married – list the name of the parent with whom you reside and/or provides your support.
   - Divorced/Separated – list the name of the parent with whom you reside and/or provides your support. Do not list the non-custodial parent (the one not in the household).
   - Widowed – list the name of the parent with whom you reside and/or provides your support (the surviving parent).
3) On the remaining lines, list other children and other people if they now live with your parents AND if your parents will provide more than half of their support between 07/01/2014 and 06/30/2015. Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, college costs, etc.
4) Write in the name of the college for any household member, excluding your parents/stepparents, who will be attending college at least half-time between 07/01/2014 through 06/30/2015 and will be enrolled in a degree program. (Attach a separate sheet if necessary.)

#3 - FOR INDEPENDENT STUDENTS - HOUSEHOLD CHART (PAGE 3)

1) Write your name and age on the first line.
2) Based on your marital status, list the names and ages according to the following guidelines:
   - Never Married/Divorced/Widowed – list only yourself (do not list a spouse)
   - Married/Remarried/Unmarried but both legal parents living together – list both you and your significant other
   - Separated – list only yourself, not your spouse. (This only applies if you are separated, not divorced.)
3) On the remaining lines, list other children and other people if they now live with you AND if you will provide more than half of their support between 07/01/2014 and 06/30/2015. Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, college costs, etc.
4) Write in the name of the college for any household member who will be attending college at least half-time between 07/01/2014 through 06/30/2015 and will be enrolled in a degree program. (Attach a separate sheet if necessary.)
Your Free Application for Federal Student Aid (FAFSA) has been selected for review in a process called “Verification.” In this process, the Office of Financial Aid will be comparing information from your application with your and your parents’ (if dependent) tax and non-tax information. Federal law indicates that the Office of Financial Aid has the right to ask for this documentation before awarding Federal aid. If there are differences between your application information and your financial documents, the Financial Aid Counselor will correct this information and electronically reprocess the updated information.

ALL SECTIONS OF THIS FORM MUST BE COMPLETED OR IT WILL BE RETURNED TO YOU FOR COMPLETION

Complete this form and submit all requested documentation to:

MILLERSVILLE UNIVERSITY    FAX: 717-871-2248
OFFICE OF FINANCIAL AID    PHONE: 717-872-3026
PO BOX 1002
MILLERSVILLE, PA 17551-0302

PAGE 1 – APPLICANT INFORMATION AND DETERMINATION OF STUDENT STATUS

PLEASE PRINT CLEARLY

Student’s Name: _______________________________ Student ID Number or SSN: _______________________________

Home Address: _______________________________ _______________________________

Street City State ZIP

Telephone: (___) — (number to be reached 8am - 5pm) NUMBER TYPE ☐ Home ☐ Work ☐ Cell

Date of Birth: _____ / _____ / _______ Gender: ☐ Male ☐ Female

Contact Email: __________________________________________________________________________________

Will be used to contact you for the Verification process only – in case any additional information or clarification is required. By providing an email address, you authorize us to communicate via email for verification information.

ANSWER ALL ELEVEN QUESTIONS

1. Were you born before January 1, 1991? ☐ Yes ☐ No

2. As of the date you filed the FAFSA, are you married? (Answer “Yes” if you are separated but not divorced.) ☐ Yes ☐ No

3. At the beginning of the 2014-2015 school year, will you be working on a master’s or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD or graduate certification, etc.)? ☐ Yes ☐ No

4. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? ☐ Yes ☐ No

5. Are you a veteran of the U.S. Armed Forces? ☐ Yes ☐ No

6. Do you have children who receive more than half of their support from you between 07/01/14 and 06/30/15? ☐ Yes ☐ No

7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2015? ☐ Yes ☐ No

8. At any time since you turned age 13, were both of your parents deceased, were you in foster care, or were you a dependent or ward of the court? ☐ Yes ☐ No

9. Are you currently or were you (before you turned 18) an emancipated minor as determined by a court in your current state of residence or your state of legal residence at the time you received the determination? ☐ Yes ☐ No

10. Are you currently or were you (before you turned 18) in legal guardianship as determined by a court in your current state of residence or your state of legal residence at the time you received the determination? ☐ Yes ☐ No

11. On or after July 1, 2013, do you have a written determination that you were homeless or at risk of being homeless? ☐ Yes ☐ No

IF YOU ANSWERED “NO” TO ALL ELEVEN QUESTIONS, COMPLETE PAGES 1, 2 AND 4 OF THIS VERIFICATION FORM.

IF YOU ANSWERED “YES” TO ANY QUESTION, COMPLETE PAGES 1, 3 AND 4 OF THIS VERIFICATION FORM.

FOR OFFICE USE ONLY

Date Completed: ___________ / ___________ / ___________ EFC: __________________________

☐ Regular EFC ☐ Simplified EFC ☐ Auto Zero EFC
**Parents’ Marital Status as of Today (Circle One)**

(Date your parents were married, remarried, divorced, separated, or widowed)

1. Married/Remarried  
2. Never Married  
3. Divorced/Separated  
4. Unmarried and both legal parents living together  
5. Widowed

**Please Complete the Family Chart – Refer to the Verification Instruction Sheet #2**

<table>
<thead>
<tr>
<th>Full Name of Family Member</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Name of College – Enrolled at least half-time 7/1/14 – 6/30/15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student</td>
<td>Millersville University</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Parents/Stepparents’ 2013 Federal Taxes:**

Did your parents file a **2013 IRS Federal Tax Return** (Form 1040, 1040A, 1040EZ) or a tax return for Puerto Rico or other foreign country?  

(Check one)

- YES — refer to the Verification Instruction Sheet - #1.
- NO — By checking this box, your parents are verifying they did not complete a federal tax return for 2013 and are not required by the IRS to file taxes. Please verify the amount and sources of income by completing the information below and by submitting all W-2 forms and/or information regarding your parents’ income during 2013.

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Amount</th>
<th>Source of income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student’s 2013 Federal Taxes:**

Did you file a **2013 IRS Federal Tax Return** (Form 1040, 1040A, 1040EZ) or a tax return for Puerto Rico or other foreign country?  

(Check one)

- YES — refer to the Verification Instruction Sheet - #1.
- NO — By checking this box, you are verifying that you did not complete a federal tax return for 2013 and are not required by the IRS to file taxes. Please verify the amount and sources of income by completing the information below and by submitting all W-2 forms and/or information regarding your income during 2013.

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Amount</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

One of the persons listed in the household (above) received SNAP benefits (food stamps) in 2012 or 2013. I can provide documentation, if it is requested.  

- YES  
- NO

By signing this Verification Form, we certify that all of the information reported on it is complete and correct. (The student and at least one parent must sign.)

Student Signature: ___________________________ Date: ____________

Parent Signature: ___________________________ Date: ____________
STUDENT’S MARITAL STATUS AS OF THE DATE YOU FILED THE FAFSA (CIRCLE ONE)  

DATE OF MARITAL STATUS ____________  

(Date you were married, remarried, divorced, separated, or widowed)  

1. MARRIED/REMARRIED  
2. NEVER MARRIED  
3. DIVORCED/SEPARATED  
4. UNMARRIED AND BOTH LEGAL PARENTS LIVING TOGETHER  
5. WIDOWED  

PLEASE COMPLETE THE FAMILY CHART – REFER TO THE VERIFICATION INSTRUCTION SHEET #3  

<table>
<thead>
<tr>
<th>Full Name of Family Member</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Name of College – Enrolled at least half-time 7/1/14 – 6/30/15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Millersville University</td>
</tr>
</tbody>
</table>

STUDENT’S 2013 FEDERAL TAX FORM:  
Did you (and your spouse) file a 2013 IRS Federal Tax Return (Form 1040, 1040A, 1040EZ) or a tax return for Puerto Rico or other foreign country? (Check one)  

☐ YES — refer to the Verification Instruction Sheet - #1.  

☐ NO — By checking this box, you are verifying that you did not complete a federal tax return for 2013 and are not required by the IRS to file taxes. Please verify the amount and sources of income by completing the information below and by submitting all W-2 forms and/or information regarding your income during 2013.  

<table>
<thead>
<tr>
<th>Source of income</th>
<th>Amount</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

One of the persons listed in the household (above) received SNAP benefits (food stamps) in 2012 or 2013. I can provide documentation, if it is requested.  

☐ YES  ☐ NO  

By signing this Verification Form, we certify that all of the information reported on it is complete and correct.  

____________________________________________  
Student Signature  Date
**PLEASE COMPLETE ALL BOXES EVEN IF YOU DID NOT FILE 2013 INCOME TAXES**

Write “$0” if no income was received from the specific source listed. **Fill in ALL blanks.**

**CHILD SUPPORT PAID**

Write “$0” if no child support was paid. **FILL IN ALL BLANKS.**

<table>
<thead>
<tr>
<th>STUDENT/SPOUSE</th>
<th>2013 ADDITIONAL FINANCIAL INFORMATION</th>
<th>PARENT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Child support you paid because of divorce or separation or as a result of a legal requirement. Do NOT include support for children in your (or your parents’) household.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List the full name of the person child support was paid to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>__________________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List the full name of child(ren) child support was paid for:</td>
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</tr>
<tr>
<td></td>
<td>__________________________________________</td>
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<td>__________________________________________</td>
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<td></td>
<td>__________________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If this information is not provided, the child support paid amount will be changed to $0.</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

By signing this Verification Form, we certify that all of the information reported on it is complete and correct. The student and at least one parent (if applicable) must sign.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Parent Signature (if applicable)</th>
<th>Date</th>
</tr>
</thead>
</table>

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Millersville University does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This includes Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Coordinators: Services for Students with Disabilities—Mrs. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Mr. Hiram Martinez, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Louis DeSol, Associate Vice President for Human Resources, Dilworth Building, 717-872-3017.

Millersville University is a member of the Pennsylvania State System of Higher Education.