Your application was selected for review in a process called “Verification.” Submit requested information to the Office of Financial Aid as soon as possible since federal, state and/or University need-based aid awarded is estimated until this process is complete. Failure to complete verification in a timely manner may lead to cancellation of assistance. Upon review of the documentation, you may be requested to submit additional information and you will be notified if FAFSA corrections result in changes of eligibility.

READ THIS FIRST BEFORE COMPLETING FORM AND SENDING DOCUMENTS:

1. If SNAP was received by any household member for 2011 or 2012, you will need to submit supporting documentation to verify this, such as a copy of the SNAP Benefit Card.
2. Child support paid (not received) by the non-custodial parent due to a separation or divorce decree.
3. Proof of High School Completion (Copy of Final Transcript submitted to the Office of Admission)
4. Proof of Identity and Statement of Educational Purpose

Submit the verification worksheet and requested documents to: (Please make sure the student ID# appears on every page)

Otterbein University
Office of Financial Aid
One S. Grove Street
Westerville, OH 43081
FAX: 614-823-1588  Email: financialaid@otterbein.edu

Questions?

Please call 614-823-1502 for Financial Aid Assistance

Financial Aid will not be finalized or disbursed until needed documents have been received and processed by the Office of Financial Aid.
2013 – 2014 Verification Worksheet (V4)

1. Student Information

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>M.I.</th>
<th>Student ID#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (Include apt. no.)</th>
<th>Date of Birth</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Home Phone Number (include area code)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Alternate or Cell Phone Number</th>
<th>email Address</th>
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</table>

2. Verify receiving SNAP (food stamps) in 2011 or 2012:  □ Yes □ No

Did you or someone in your household as indicated previously, receive SNAP (food stamps) in 2011 or 2012? If yes, please identify which family member received SNAP here ______________________ and submit supporting documentation (copy of SNAP benefit card).

3. Child Support Paid (not received)  □ Yes □ No

If a member of the household reported on your FAFSA is a non-custodial parent of a child and they pay child support to someone outside of the household please provide the following information below.

- Name of the non-custodial parent making child support payments (must be a member of your household)
- Name of person whom is receiving the child support payment (not a member of your household)
- Name of the child for whom the child support is being paid
- Amount of child support paid in 2012 per child

If you need more space, attach a separate page that includes the student’s name and Student ID Number at the top.

<table>
<thead>
<tr>
<th>Name of Non-Custodial Parent</th>
<th>Name of Child Support Recipient</th>
<th>Name of Child</th>
<th>Amount Paid in 2012</th>
</tr>
</thead>
<tbody>
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4. High School Diploma Documentation

Copy of the applicant’s high school diploma or a copy of the applicants final high school transcript that shows the date the student completed secondary school.

Office use only: Reviewed ___________ SOAHSCH (HSTF) _______________
Check with Office of Admission if clarification needed
5. **Identity/Statement of Educational Purpose**

You will need to appear in person and present to a Financial Aid Staff member a valid Government issued photo identification (driver’s license, non-driver’s license or passport).

Office Use Only
Reviewer __________________ Document Reviewed ____________

6. **Statement of Educational Purpose**

The student must sign, in the presence of the institutional official, the following:

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 Otterbein University for 2013-2014.

_________________________________________    ______________
(Student’s Signature)    (Date)    (Student’s ID Number)

Office Use Only
Reviewer __________________ Date __________

7. **Certification**

By signing this verification worksheet, we certify that all information reported in support of the student's application for financial assistance is complete and correct. If you purposely give false or misleading information regarding eligibility for Federal aid, you may be fined, be sentenced to jail, or both. For a dependent student, at least one parent/stepparent whose income information was used to file the FAFSA must sign. Submit this form and required documents to the Office of Financial Aid.

<table>
<thead>
<tr>
<th>Student Signature Required</th>
<th>Student ID#</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Stepparent Signature</td>
<td>(required for Dependent Student)</td>
<td>Date</td>
</tr>
<tr>
<td>Spouse Signature (if student married)</td>
<td></td>
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</tr>
</tbody>
</table>

Verifier__________  EFC__________ New EFC__________ Transaction #__________  Corr Req__________ Date__________
Office Use Only