VERIFICATION WORKSHEET DEPENDENT STUDENT

Your 2018-2019 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 and your parents reported to FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. DEPENDENT STUDENT'S INFORMATION

Name: ______________________________

(Last Name) (First Name) (Middle Initial)

Social Security No.: ______________ **Date of Birth:** ______________

Mailing Address: ______________________________

(Street address, P.O. Box, Rural Route, Apartment Number, Etc.)

____

(City) (State) (Zip) (County)

E-Mail Address: ______________ **Home Phone Number:** ______________

Alternate Phone Number: ______________

B. DEPENDENT STUDENT'S FAMILY INFORMATION

List Below the people in your Parent(s)' household. Include:

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

Include the name of the college for any household member, 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, 2018 and June 30, 2019. *If more space is needed, attach 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?
Example: Mary Jones	28	Wife	Central University	Yes
		Self	UACCM	☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

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C. DEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

TAX RETURN FILERS-Important Notice: If the student filed, or will file, an amended 2016 IRS return, the student must contact the financial aid administrator before completing this section.

INSTRUCTIONS

Complete this section if the student, filed or will file, a 2016 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 the student has not already used the tool, the student should go to FAFSA.gov, log in to their FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if they are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, please see your financial aid administrator.

CHECK THE BOX THAT APPLIES:

- ☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- ☐ I, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2016 IRS income information into the student's FAFSA once the student has filed a 2016 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.
- ☐ I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school a **2016 IRS tax return transcript(s)** --- not photocopies of the income tax return.

  A ***2016 IRS tax Return Transcript*** may be obtained through:

  - Online Request - Go to www.IRS.gov, under the tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."
  - Telephone Request - 1-800-908-9946
  - Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

  In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 income tax return information is available for the IRS DRT or the Tax Return Transcript within 6-8 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

  - ☐ Check here if the student's IRS tax return receipt is attached to this worksheet.
  - ☐ Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

Tax Return Non-Filers - Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

- ☐ The student was not employed and had NO income earned from work in 2016.
- ☐ The student was employed in 2016 and has listed below the names of all the student's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the student by employers. *List every employer even if the company did not issue an IRS W-2. If more space is needed, attach a separate page with the student's name and ID number at the top.*

Employer's Name	2016 Amount Earned	IRS W-2 Attached
Example: Suzy's Auto Body Shop	$2,000	Yes
		☐ Yes ☐ No
		☐ Yes ☐ No

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D. PARENTS INCOME INFORMATION TO BE VERIFIED

Note: if two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

TAX RETURN FILERS-Important Notice: If the student's parent(s) filed, or will file, an amended 2016 IRS return, the student must contact the financial aid administrator before completing this section.

INSTRUCTIONS

Complete this section if the student's parent(s), filed or will file, a 2016 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 the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to their FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when or how to use the IRS Data Retrieval Tool, please see your financial aid administrator.

Check the box that applies

☐ The student's parent(s) has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*

☐ The student's parent(s) has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2016 IRS income information into the student's FAFSA once the parent has filed a 2016 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete the verification process until the parent(s) has transferred IRS information into the student's FAFSA.*

☐ The student's parent(s), is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the parent(s) will submit to the student's school a copy of the parent(s) **2016 IRS tax return transcript(s)** --- not photocopies of the income tax return.

A ***2016 IRS tax Return Transcript*** may be obtained through:

- **Online Request** - Go to www.IRS.gov, under the tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript."
- **Telephone Request** - 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 income tax return information is available for the IRS DRT or the Tax Return Transcript within 6-8 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents are married, and separate 2016 tax returns were filed, 2016 IRS tax return transcripts must be submitted for each parent.

☐ Check here if the student's parent(s) IRS tax return receipt is attached to this worksheet.

☐ Check here if the IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the school.

Tax Return Non-Filers - Complete this section if the student's parent(s) will not file and is not required to file a 2016 income tax return with the IRS.

☐ Neither parent was employed nor had NO income earned from work in 2016.

☐ One or both parents were employed in 2016 and have listed below the names of all the employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the parent(s) by employers. *List every employer even if the company did not issue an IRS W-2. If more space is needed, attach a separate page with the student's name and ID number at the top.*

Employer's Name	2016 Amount Earned	IRS W-2 Attached
Example: Suzy's Auto Body Shop	$2,000	Yes
		☐ Yes ☐ No
		☐ Yes ☐ No

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E. PARENT'S OTHER INFORMATION WILL BE VERIFIED

Complete this section if someone in the student's parent's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance Program SNAP (formerly known as food stamps) any time during the 2016 or 2017 calendar years.

☐ One of the persons listed in Section B of this worksheet received SNAP benefits in the 2016 or 2017 calendar year. If asked by the student's school, I will provide documentation of the receipt of SNAP benefits during 2016 and/or 2017 year.

Complete this section if one of the student's parents , included in the household, paid child support in 2016.

☐ One (or both) of the student's parents listed in Section B of this worksheet, paid child support in 2016. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names and ages of the children for whom child support was paid, and the total annual amount of child support that was paid in 2016 for each child. If asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and ID number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Child Support was Paid	Age of Child	Amount of Child Support Paid in 2016
Example: Marty Jones	Chris Smith	Terry Jones	6	$6,000

F. CERTIFICATION AND SIGNATURES

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 this form.

WARNING: If you purposefully give false or misleading information you may be fined, be sent to prison, or both.

Print Name: _____ **Student ID No.:** _____
(Student's First Name) (Student's Last Name)

Signature: _____ **Date:** _____
(Student)

Signature: _____ **Date:** _____
(Parent)

You should make a copy of this worksheet for your records.