

# 2018–2019 Verification Worksheet

## Independent 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 reported on your 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 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. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the child would be required to provide your information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their 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 your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	<i>28</i>	<i>Self</i>	<i>Central University</i>	<i>Yes</i>

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

### C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2016 IRS tax return, you must contact your financial aid administrator before completing this section.

**Yes, I filed amended tax return in 2016**

**Instructions:** Complete this section if you, 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 you have not already used the tool, go to [FAFSA.gov](http://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 2016 IRS income tax information into your FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. If you do not use or are not able to use the IRS Data Retrieval Tool, you must request an IRS Tax Return Transcript directly from the IRS to verify your 2016 income.*

#### Check the box that applies:

I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your 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, but I will use the tool to transfer my (and, if married, my spouse's) 2016 IRS income information into my FAFSA once I have filed my 2016 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your 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 **2016 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to [www.irs.gov](http://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 2016 IRS tax return was filed).*

*Check here if an IRS tax return transcript(s) is attached to this worksheet.*

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

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2016 income tax return with the IRS. **If you did not file a federal tax return, you (and your spouse if married) are required to submit a ‘Verification of Non-filing’ letter from the I.R.S.**

**Request a ‘Verification of Non-filing’ letter from the IRS at [www.irs.gov](http://www.irs.gov).** *a) In the Tools section on the homepage, click “Get a Transcript” b) Click “Get Transcript Online” c) Under “First Time User”, select “Get Started”. If you already have an account, enter your user ID under “Returning Users” section 5. If you are unable to register or you prefer not to use the “Get Transcript Online” option, you must complete the 4506-T Form.*

#### Check the box that applies:

The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2016. Students are required to submit a **‘Verification of Non-filing letter’**.

The student (and/or the student's spouse if married) was employed in 2016 and has listed on the next page the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach a **‘Verification of Non-filing letter’** for student (and spouse, if married), and must submit copies of all 2016 W-2 forms issued to you (and, if married, to your spouse) by employers.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

List every employer you and your spouse worked for in 2016, even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**3. If your family income listed above was not sufficient to pay rent, food, and other expenses, explain how your expenses were met in 2016. (You may attach a separate sheet if additional space is needed.)**

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**D. Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

**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

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

*Submit this worksheet to the financial aid administrator at your school.*