

Instructions:

1. Complete sections A-F. You and one parent must sign this worksheet.
2. Submit this worksheet, and applicable documents, to the Financial Aid Office at Downtown or South Campus. The financial aid office cannot process your application without this information.

Federal Student Aid Programs. Your application was selected for review in a process called “Verification.” In this process, the Financial Aid Office will compare information from your FAFSA application with your financial documents. We are required to review your FAFSA information under financial aid program rules (34 CFR, Part 668). The law says we have the right to ask you for this information before awarding federal aid. If there are differences between your application information and your financial documents, corrections to your FAFSA may be required.

A. Dependent 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. Dependent Student’s Family Information

This Section must include:

- Yourself
- Your parent(s)(including stepparent) even if you didn’t live with them
- Your parents’ other dependent (under 24) children, even if they didn’t live with your parent(s), if your parents provided more than half of their support from July 1, 2018, through June 30, 2019.
- **Include other people as part of your parents’ household ONLY IF:** They lived with your parents, and your parents provided more than half of their support and continued to provide more than half of their support from July 1, 2018, through June 30, 2019. Documentation may be required.

List yourself first, then all household members. If any household member, excluding your parent(s), attended college at least half time, in a degree or certificate program, include the name of the college. If you need more space, attach a separate page.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time from 07/01/18-06/30/19
Marty Jones(example)	28	Husband	Central University	Yes
		Self		



C. Student and Parent Tax and Income Information

Student Tax and Income Information:

1. TAX RETURN FILERS—Important Note: If the student filed an amended 2016 IRS tax return, the student must contact the financial aid office before completing this section.

Instructions: Complete this section if the student filed 2016 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If the student has not already used the IRS DRT tool, go to FAFSA.gov and log into the student's 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 student is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. In most cases, no further documentation is needed to verify 2016 income information that was transferred in to the student's FAFSA using the IRS DRT, if that information was not changed by the FAFSA filer. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid office.*

Check the box that applies:

The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.

The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to transfer 2016 IRS income return information into the student's FAFSA. *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.***

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)**—not a photocopy of the income tax return.

A 2016 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL**— Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE**— Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text -enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The Transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request**— 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form**—IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Check here if the student's IRS tax return transcript 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.**



2. TAX RETURN NONFILERS—Complete this section if the student will not file and was not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- 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 employers, and the amount earned from each employer in 2016, and whether an IRS W-2 forms is provided [Provide copies of all 2016 IRS W-2 forms and/or 1099 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	Annual Amount Earned In 2016	IRS W-2 or Equivalent Document Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>YES</i>
<i>Total Amount for Income Earned from Work: \$</i>		

D. Parent’s Tax and Income Information:

1. TAX RETURN FILERS—Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parent(s) filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016. The student’s financial aid office must also be contacted before completing this section; if the student’s parent(s), filed an amended 2016 IRS tax return.

Instructions: Complete this section if the student’s parent(s) filed or will file a 2016 income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. 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 the student’s 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. In most cases, no further documentation is needed to verify 2016 income information that was transferred in to the student’s FAFSA using the IRS DRT, if that information was not changed by the FAFSA filer. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid office.*

Check the box that applies:

- The student’s parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to 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 transferred into the student’s FAFSA to complete the verification process.**
- The student’s parent(s) have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income information into the student’s FAFSA. *See instructions above for information on how to use the IRS Data Retrieval Tool. **The student’s financial aid administrator cannot complete verification until the parent has transferred IRS information into the student’s FAFSA.***



The student’s parent(s) are unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide a **2016 IRS Tax Return Transcript(s)**—not a photocopy of the income tax return.

- A 2016 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL**– Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **Get Transcript ONLINE**– Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text -enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The Transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Automated Telephone Request**– 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form**–IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

Check here if the parent(s) 2016 IRS tax return transcript is attached to this worksheet.

Check here if the parent(s) 2016 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.**

2. TAX RETURN NONFILERS—The instructions and certifications below apply to each parent included in the household. Complete this section if the parent(s) will not file and was not required to file a 2016 income tax return with the IRS.

Check the box that applies:

Neither parent(s) was employed and neither had income earned from work in 2016.

one or both parent(s) were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document was provided [Provide copies of all 2016 IRS W-2 forms and/or 1099 forms issued to the parent/s by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	Annual Amount Earned In 2016	IRS W-2 or Equivalent Document Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>YES</i>
<i>Total Amount for Income Earned from Work: \$</i>		



(Continued on next page)

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

Check here if confirmation of nonfiling is provided.

Check here if confirmation of nonfiling will be provided later.

Verification cannot be completed until confirmation of nonfiling has been submitted to the students school.

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.

