

Instructions:

1. Complete sections A-E. You 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. 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

This Section must include:

- Yourself
- Your spouse, if you are married
- Your children or your spouse’s children, if any , if you provided more than half of their support from July 1, 2018 through June 30, 2019.
- **Include other people as part of your household ONLY IF:** They lived with you, and you provided more than half of their support and continued to provide more than half of the support from July 1, 2018 through June 30, 2019. Documentation may be required.

List yourself first, then your spouse (if applicable) then all household members. If any household member 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 07/01/2018-06/30/2019
<i>Marty Jones(example)</i>	<i>28</i>	<i>Husband</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		



C. Student Tax and Income Information

1. TAX RETURN FILERS—Important Note: If the student (or spouse , if married) filed an amended 2016 IRS tax return, or filed separate IRS tax returns, in 2016 or had a change in marital status after 12/13/2016, the student must contact the financial aid office before completing this section.

Instructions: Complete this section if the student (or spouse, if married) 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 (or spouse, if married) 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 (and, if married, your spouse), will not file and were not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student and/or spouse were not employed and had no income earned from work in 2016.
- The student and/or spouse were 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 or an equivalent document is provided [Provide copies of all 2016 IRS W-2 forms and/or 1099 forms issued to the student and/or their spouse 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>		

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.**

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.

Student’s Signature

Date

Spouse’s Signature

Date

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

