

2019-2020: V1 Independent Student Standard Verification Worksheet

Your 2019-2020 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, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to the Student Financial Services Department. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Independent Student's Information

Student's Last Name	First Name	Middle Initial	Student's ID
Student's Street Address (include apt. no.)			
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

Number of Household Members: List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019, through June 30, 2020, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2020.

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019 and June 30, 2020, include the name of the college.

If more space is needed, provide 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 (Yes or No)
		Self		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate

C. Independent Student's Income Information

1. **TAX RETURN FILERS - Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the Student Financial Services Department before completing this section if one of the below situations apply to you or your spouse:

- The student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017;
- The student or spouse filed or will file an amended 2017 IRS tax return;
- The student or spouse is a victim of IRS tax-related identity theft; or
- The student or spouse filed non-IRS income tax return (i.e. a tax filer who filed in income tax return with Guam, The Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, or a foreign tax authority).

Instructions: Complete this section if the student and spouse filed or will file a 2017 IRS income tax return(s). Tax returns include the 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Check the box that applies:

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's 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 **2017 IRS Tax Return Transcript(s)**.
- ☐ The student did not and was not required to file a 2017 U.S. Tax Return.

A **2017 IRS Tax Return Transcript** may be obtained through the:

- 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."
- 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."
- Automated 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, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2017 paper IRS income tax return has been received by the IRS. Contact the Student Financial Services Department if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

- ☐ Check here if the student's **2017 IRS Tax Return and/or Transcript(s)** is provided.
- ☐ Check here if the student's **2017 IRS Tax Return and/or Transcript(s)** will be provided later. Verification cannot be completed until the IRS tax return transcript and/or a signed copy of the filed tax return has been submitted to the student's school.

Student's Name: _____ ID: _____

2. **NON TAX RETURN FILERS** – The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2017 income tax return with the IRS or other relevant tax authority.

Check the box that applies:

- ☐ The student and/or spouse were not employed and had no income earned from work in 2017.
- ☐ The student and/or spouse were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether a W-2 form is provided. Provide copies of all 2017 W-2 forms issued to the student and spouse by their employers. List every employer even if the employer did not issue a 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	W-2 Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$2,000.00</i>
Total Amount of Income Earned From Work		\$

Certification of non-filing: By checking the following box, you are certifying that you did not and were not required to file a 2017 income tax return. You have listed all sources of 2017 income to which a W-2 was not provided, and/or have provided a copy of any IRS W-2, or equivalent document, for each source of 2017 employment income received.

- ☐ I certify that I did not file and was not required to file a 2017 income tax return.

D. Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

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

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

Submit this worksheet and any required documents to the Student Financial Services Department.