VERIFICATION WORKSHEET INDEPENDENT STUDENT

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 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

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. INDEPENDENT STUDENT'S FAMILY INFORMATION

List below all members of the household Please include:

- Yourself
- Your Spouse, if married
- Your children if you will provide more than half of their support from July 1, 2019 through June 30, 2020, or the child would be required to provide your information if they were completing a FAFSA for 2019-2020. 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, 2020.

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, 2019 and June 30, 2020. *If more space is needed, attach a separate page with your 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		☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

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C. INDEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

Tax Return Filers–Important Note: If you (or your spouse if married) file, or will file an amended 2017 IRS Tax Return, you must contact your financial aid administrator before completing this section.

INSTRUCTIONS

Complete this section if the student and spouse filed or will file a 2017 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. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

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) 2017 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) 2017 IRS Income information into my FAFSA once I have filed my 2017 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 you (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 2017 IRS tax return transcript(s)–not photocopies of the income tax return.

A ***2017 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, 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 financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

☐ Check here if a 2017 IRS tax return transcript(s) is provided.

☐ Check here if a 2017 IRS tax return transcript(s) will be provided later.

Tax Return Non-Filers–Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2017 income tax return with the IRS.

☐ The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2017.

☐ • The student (and/or the student's spouse if married) was employed in 2017, list below the names of all employers. The amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer 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	2017 Amount Earned	IRS W-2 Attached
Example: Suzy's Auto Body Shop	$2,000	Yes
		☐ Yes ☐ No
		☐ Yes ☐ No

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D. INDEPENDENT STUDENT'S OTHER INFORMATION WILL BE VERIFIED

Complete this section if someone in your household received benefits from the Supplemental Nutrition Assistance Program, of SNAP (formerly known as food stamps), anytime during the 2017 or 2017 calendar years.

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

Complete this section if you or your spouse, if married, paid child support in 2017.

☐ Either I or, if married, my spouse, who is listed in Section B of this worksheet paid child support in 2017. I have 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 2017 for each child. If asked by my school, I will provide documentation of the payment of child support. If you need more space, attach a separate page that includes your 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 2017
Example: Marty Jones	Chris Smith	Terry Jones	6	$6,000

E. CERTIFICATION AND SIGNATURES

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, 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.

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