

2018-19 Verification Worksheet Federal Student Aid Programs

Independent Your application was selected by the U.S. Dept. of Education for review in a process called “verification.”
WHAT YOU MUST DO BEFORE FINANCIAL AID CAN BE AWARDED TO YOU

1. **If you and your spouse used the IRS Tax Retrieval process when completing your FAFSA and did not make any changes to that information, a 2016 tax transcript is not necessary.**
2. If you and your spouse did not use the IRS Tax Retrieval process or you made changes after the IRS Retrieval, contact the IRS at www.irs.gov or call 1-800-908-9946 to obtain a 2016 tax transcript.
3. **Complete all sections and sign the worksheet.**
4. Submit all required documents to the Office of Financial Aid.
5. If you did not file or are not required to file an IRS 1040, you and your spouse must affirm that you are not required to file an IRS 1040 and include a copy of 2016 W-2 Forms from all employers.

A. Student Information (Please print or type)

<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>Student ID Number</i>	
<i>Address (include apt. #)</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>E-mail Address</i>		<i>Phone Number (include area code)</i>	

B. Family Information

List the people in your household, include:

- ❖ You and your spouse.
- ❖ Your children if you will provide more than half of their support from July 1, 2018 through June 30, 2019, even if they don't 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 from July 1, 2018 through June 30, 2019

Write the names of ALL household members. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College Attending in 2018-19
Example : Martha Jones	19	Self	City University

PLEASE COMPLETE ADDITIONAL INFORMATION ON REVERSE SIDE

C. STUDENT – Complete only if you will not file and are not required to file

I attest that I have not filed an IRS 1040 for 2016 and I am not required to file an IRS 1040 for 2016. I have attached all of the W-2 forms received for 2016. List below your employer(s) and any income received in 2016.

***Attach Confirmation of Non-filing Letter dated on or after October 1, 2017**

Sources of Income	2016 Amount	IRS W-2 Provided?
	\$	
	\$	
	\$	
	\$	

D. SPOUSE – Complete only if your spouse will not file and is not required to file

I attest that my spouse has not filed an IRS 1040 for 2016 and is not required to file an IRS 1040 for 2016. I have attached all of the W-2 forms my spouse received for 2016. List below your spouse’s employer(s) and any income received in 2016.

***Attach Confirmation of Non-filing Letter dated on or after October 1, 2017**

Sources of Income	2016 Amount	IRS W-2 Provided?
	\$	
	\$	
	\$	
	\$	

E. Sign This Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. If married, spouse’s signature is optional.

Student

Date

Spouse

Date

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