

# 2018-2019 Verification Worksheet Dependent Student (V1 or V5)

## A. Student Information

\_\_\_\_\_  
Student's Last Name                      First Name                      M.I.

\_\_\_\_\_  
Student's Identification (ID) Number

\_\_\_\_\_  
Student's Street Address (*include apt. number, if applicable*)

\_\_\_\_\_  
Student's Date of Birth

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Student's Email Address

\_\_\_\_\_  
Student's Home Phone Number (*include area code*)

\_\_\_\_\_  
Student's Alternate/Cell Number

## B. Student's Family Information

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

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide 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, 2019.

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, 2018, and June 30, 2019, and include the name of the college or university.

Full Name	Age	Relationship to student	College/University	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

**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. Verification of 2016 Income Information for Student Tax Filers

**Instructions:** Complete this section if the student filed or will file a 2016 IRS income tax return(s). **NOTE: The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). See the accompanying tip sheet entitled "How to use the IRS Data Retrieval Tool" for directions on how to use the IRS DRT.**

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead, will provide the school with a **2016 IRS Tax Return Transcript(s)**.

**NOTE:** See the accompanying tip sheet entitled "Requesting an IRS Tax Return Transcript" for options on how to request a tax return transcript from the IRS.

\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.

\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

## DO NOT COMPLETE BELOW IF STUDENT FILED TAXES FOR 2016

### D. Verification of 2016 Income Information for Student Nontax Filers Only

**Instructions:** Complete this section if the student will not file and is 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, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student by his/her employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	Yes	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**NOTE:** We may require additional documentation if we have reason to believe that the information regarding the student's employers or wages earned for 2016 is inaccurate.

**E. Verification of 2016 Income Information for Parent Tax Filers**

**Instructions:** Complete this section if the parents filed or will file a 2016 IRS income tax return(s). **NOTE: 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](http://FAFSA.gov). See the accompanying tip sheet entitled "How to use the IRS Data Retrieval Tool" for directions on how to use the IRS DRT.**

Check the box that applies:

- The parents have 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 parents are unable or choose not to use the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

**NOTE:** See the accompanying tip sheet entitled "Requesting an IRS Tax Return Transcript" for options on how to request a tax return transcript from the IRS.

**NOTE:** If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.

\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.

\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

**DO NOT COMPLETE BELOW IF PARENTS FILED TAXES FOR 2016**

**F. Verification of 2016 Income Information for Parent Nontax Filers Only**

**Instructions:** Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- Neither parent was employed and neither had income earned from work in 2016.
- One or both parents 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 is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**NOTE:** We may require additional documentation if we have reason to believe that the information regarding the parents' employers or wages earned for 2016 is inaccurate.

**NOTE:** You must provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. You can request a **Verification of Nonfiling** form from the IRS by using IRS Form 4506-T. You can access the form at [IRS.gov](http://IRS.gov) and fax or mail it to the IRS.

\_\_\_\_ Check here if confirmation of nonfiling is provided.

\_\_\_\_ Check here if confirmation of nonfiling will be provided later.

**G. Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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