

2018-2019 INDEPENDENT STUDENT VERIFICATION WORKSHEET (V1)

INSTRUCTIONS:

Your Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. Verification must be completed before your financial aid package can be determined. If there are differences between your FAFSA and this information, we will update your FAFSA, recalculate your aid eligibility, and process a revised financial aid package. Please complete ALL sections of this worksheet, attach requested documentation, and sign and return to the Student Financial Aid Office. **Verification cannot be completed until all requested documents are received and reviewed.**

We can no longer accept a copy of your tax return to complete this process. Instead, you must have previously used the IRS Data Retrieval Tool or you will need to submit a copy of your 2016 IRS Tax Return Transcript.

- You can obtain a free federal tax transcript by going to the IRS website at www.irs.gov/Individuals/Get-Transcript. Click on "Get Transcript ONLINE" or "Get Transcript by MAIL". You may also call the IRS at 1-800-908-9946.
- If you or your parent did not file 2016 income taxes you may be contacted by our office to submit a verification of non-filing.

A. STUDENT INFORMATION

Student Name: _____ Student ID#: _____

SSN: _____ Date of Birth: _____

Permanent Address: _____

City/State/Zip: _____ Phone: _____

B. HOUSEHOLD INFORMATION

List in the chart below the people in the student's household. Include:

- Yourself, and your spouse if you are married;
- Your children or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2018, through June 30, 2019, even if the children do not live with you;
- Other people, if they now live with you or your spouse and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.
- Also, write the name of the college for any household member who will be enrolled in a degree or certificate program at least half-time between July 1, 2018 and June 30, 2019. If you need more space attach a separate page.

Full Name	Age	Relationship to Student	College
		Self	Baptist College

C. STUDENT TAX INCOME INFORMATION

Did you file a Federal Income Tax Return for 2016? (Circle one) **Yes** **No**

1. If you answered **YES**, check the box that applies: **(SEE INSTRUCTION BOX ON PAGE 1 FOR DETAILS)**

- I **have used** the IRS Data Retrieval Tool to transfer my **2016 IRS income** information into my FAFSA.
- I will submit my **2016 IRS tax return transcript(s)**—not photocopies of my income tax return to the Student Financial Aid Office.

NOTE: If you filed separate 2016 IRS income tax returns, a 2016 IRS Tax Return Transcript must be provided for both the student and spouse.

2. If you answered **NO**, check the box that applies:

- I **WAS NOT** employed and had **NO** income earned from work in 2016.
- If you answered **NO**, but worked in 2016, attach a photocopy of your 2016 W-2s and unemployment documents (if applicable). **List every employer or any Untaxed Income you may have received.**

Employer's Name and/or Untaxed Income	2016 Amount Earned	IRS W-2 Provided?

D. SPOUSE TAX INCOME INFORMATION

Did you file a Federal Income Tax Return for 2016? (Circle one) **Yes** **No**

1. If you answered **YES**, check the box(s) that applies: **(SEE INSTRUCTION BOX FOR DETAILS)**

- My spouse **has used** the IRS Data Retrieval Tool to transfer **our 2016 IRS income** information into the FAFSA.
- My spouse will submit our **2016 IRS tax return transcript(s)**—not photocopies of our income tax return to the Student Financial Aid Office.

2. If you answered **NO**, check the box that applies:

- I **WAS NOT** employed and had **NO** income earned from work in 2016.
- I worked in 2016 and will attach a photocopy of my 2016 W-2s and unemployment documents (if applicable). **List every employer or any Untaxed Income you may have received.**

Employer's Name and/or Untaxed Income	2016 Amount Earned	IRS W-2 Provided?

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, be sentenced to jail, or both.

Student's Signature (Required)

Date (Required)

Spouse's Signature (Optional)

Date (Optional)