

Your 2018 - 2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, schools may ask you to confirm the information you reported on your FAFSA. To verify that provided 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 requested documentation, and submit this form and other required documents to the financial aid office at your school. You may be asked for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid, if eligible, will not be delayed.

**Dependent Student's Information** (Please Print)

\_\_\_\_\_

Last NameFirst NameM.I.Social Security Number

**Dependent Student's Family Information**

List below the people in your **parent's household**. INCLUDE:

- Yourself and your parent(s) (including a step-parent), even if you don't live with your parent(s).
- Your parent's children (this includes unborn children), if your parent(s) will provide more than half of their 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 they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provides more than half of their support and will continue to provide more than half of their support through June 30, 2019. **Do not include foster children.**

Full Name	Age	Relationship	College attending (please include State, if not FVCC)	Enrolled at least half-time and
John Smith (EXAMPLE)	23	Brother	Central University - Wisconsin	Yes
		Self	Flathead Valley Community College	

**Dependent Student's Income Information To Be Verified**

Complete only the section that applies to your tax filing status.

**IF YOU FILED TAXES:** Please check whichever applies:

- I **have used** the IRS Data Retrieval Tool in FAFSA online to retrieve and transfer 2016 IRS income information into my FAFSA. *The school will use the IRS information that was transferred in the verification process.*
- I **have not yet used** the IRS Data Retrieval Tool in FAFSA online, but will use the tool to retrieve and transfer 2016 IRS income information into my FAFSA. *Ask the Financial Aid Office if you need instructions on completing this step.*
- I am **unable or choose not to** use the IRS Data Retrieval Tool in FAFSA online. I will submit to the school a 2016 IRS Tax Return Transcript—NOT a photocopy of the income tax return. *Please contact the Financial Aid Office for instructions on obtaining a Tax Return Transcript.*
  - Check here if you filed an amended 2016 tax return. You will need to provide us with a signed copy of your 1040X along with your IRS tax return transcript.
  - Check here if your IRS tax return transcript is attached to this worksheet.
  - Check here if your IRS tax return transcript will be submitted to the school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the school.

**IF YOU DID NOT FILE TAXES:** Complete this section if you **did not file** and **were not required** to file a 2016 income tax return with the IRS.

Please check the box that applies to your employment status (NON-FILERS ONLY):

- I was not employed and had no income earned from work in 2016.
- I was employed in 2016 and will attach a W-2 form from each employer even though I was not required to file. If your employer did not issue you a W-2, please list that employer name and the amount earned in the table below. *If more space is needed, attach a separate page with the student's name and Social Security number at the top.*

**FOR NON-FILERS ONLY**

Employer's Name	2016 Amount Earned
<i>Suzy's Auto Body Shop (EXAMPLE)</i>	<i>\$2,000.00</i>
Taxable Earnings from need-based employment programs, such as Federal Work-Study, etc.	

**Parent Income Information To Be Verified**

Please Note: If two parents were reported in the chart on page 1, the instructions and certifications below refer and apply to both parents.

Complete only the section that applies to your tax filing status.

**IF YOU FILED TAXES:** Please check whichever applies:

- I **have used** the IRS Data Retrieval Tool in FAFSA online to retrieve and transfer 2016 IRS income information into my FAFSA. *The school will use the IRS information that was transferred in the verification process.*
- I **have not yet used** the IRS Data Retrieval Tool in FAFSA online, but will use the tool to retrieve and transfer 2016 IRS income information into my FAFSA. *Ask the Financial Aid Office if you need instructions on completing this step.*
- I am **unable or choose not to** use the IRS Data Retrieval Tool in FAFSA online. I will submit to the school a 2016 IRS Tax Return Transcript—NOT a photocopy of the income tax return. *Please contact the Financial Aid Office for instructions on obtaining a Tax Return Transcript.*
  - Check here if you filed an amended 2016 tax return. You will need to provide us with a signed copy of your 1040X along with your IRS tax return transcript.
  - Check here if your IRS tax return transcript is attached to this worksheet.
  - Check here if your IRS tax return transcript will be submitted to the school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the school.

**IF YOU DID NOT FILE TAXES:** Complete this section if you **did not file** and **were not required** to file a 2016 income tax return with the IRS. You will need to submit a Letter of Non-Filing from the IRS in addition to this form. Please contact our office for instructions on obtaining a Non-Filing Letter.

- Check here if your Letter of Non-Filing is attached to this worksheet
- Check here if your Letter of Non-Filing will be submitted at a later date. Verification cannot be completed until the IRS Letter of Non-Filing has been submitted to the school.

**Next**, please check the box that applies to your employment status (NON-FILERS ONLY):

- I was not employed and had no income earned from work in 2016.
- I was employed in 2016 and will attach a W-2 form from each employer even though I was not required to file. If your employer did not issue you a W-2, please list that employer name and the amount earned in the table below. *If more space is needed, attach a separate page with the student’s name and Social Security number at the top.*

Employer’s Name	2016 Amount Earned
<i>Suzy’s Auto Body Shop (EXAMPLE)</i>	<i>\$2,000.00</i>
Taxable Earnings from need-based employment programs, such as Federal Work-Study, etc.	

1. Complete this section if one of the student's parents paid child support in 2016.

- One (or both) of the student's parents listed on this worksheet paid child support in 2016. The parent has indicated below the name of the parent who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2016 for each child. If asked by the school, parent(s) will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Social Security number at the top.*

Name of Parent Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid <b>and Age</b>	Annual Amount of Child Support Paid in 2016
Chris Smith (EXAMPLE)	Marty Jones	Terry Jones - Age 9	\$6,000.00

2. Complete all of the following. Every box must be completed. Use zeroes or N/A if there is nothing to report.

PARENT Amount	Additional Financial Information Amounts for 2016
	Social Security benefits received for all household members that were not taxed (such as SSI). Information is only used to document how you supported your household.
	Child Support <b>received</b> for all children. Do not include foster care or adoption payments.
	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). <b>DO NOT</b> include the value of on-base <b>military housing</b> or the value of a <b>basic military allowance for housing</b> .
	Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Education Work-Study Allowances.
	Any other untaxed income or benefits not reported, such as Worker's Compensation, untaxed portions of retirement benefits, disability, etc. <b>(DO NOT</b> include student aid, Workforce Innovation Act education benefits from flexible spending arrangements, e.g., cafeteria plans.)
	Money <b>received</b> , or paid on your behalf, not reported elsewhere on this form. Did someone pay any <b>bills in your name</b> (rent, cell, insurance)?
	Payment to tax-deferred pensions and savings plans including amounts on W-2 forms in boxes 12 a-d, codes D, E, F, G, H, and S

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

**The student and parent must sign and date.**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Phone Number