

## 2018-2019 Verification Worksheet Dependent Student – V5

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for a review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents 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 and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid office 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. Dependent Student’s Information:**

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s SSN Number
Student’s Mailing Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone number

**B. Dependent Student’s Family Information:**

List below the people in your **parent(s) household**. Include:

- **Yourself and your parent(s)** (including a stepparent), even if you don’t live with your parent(s).
- **Your parent(s) other 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) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member, excluding parent(s), 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, 2018 and June 30, 2019. *If more space is needed, please attach a separate page with the student’s name and social security number at the top.*

Full Name	Age	Relationship	College	Will be enrolled at least half-time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>

Student Name: \_\_\_\_\_ Student SSN: \_\_\_\_\_

**C. Dependent Student’s Income Information to Be Verified:**

**1. Tax Return Filers**

Instructions: Complete this section if the student filed or will file a 2016 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 2016 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:**

- The student has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student’s FAFSA once the 2016 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a

**2016 IRS Tax Return Transcript(s).**

A 2016 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail -- Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE -- Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” 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 – Use the links to download IRS Form 4506T--EZ or IRS Form 4506--T

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return).

In most cases, for electronic filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2--3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6--8 weeks after the 2016 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 2016 IRS Tax Return Transcript(s) is provided.
- Check here if a 2016 IRS Tax Return Transcript(s) will be provided later.

**2. Nontax Filers**

The instructions and certifications below apply to the student. 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 they did not issue an IRS W--2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	2016 Amount Earned	IRS W-2 attached?
ABC Shipping	\$1,280	Yes

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

Documentation includes a verification of nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506--T and checking box 7. An IRS form 4506--T may be downloaded at [www.irs.gov](http://www.irs.gov)

**Check the box that applies:**

- Check here is a confirmation of nonfiling is provided.
- Check here is a confirmation of nonfiling will be provided later.

Student Name: \_\_\_\_\_ Student SSN: \_\_\_\_\_

**D. Parent’s Income Information to Be Verified:**

**1. TAX RETURN FILERS**

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

**Instructions:** Complete this section if the parents filed or will file a 2016 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 2016 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:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student’s FAFSA once the 2016 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016**

**IRS Tax Return Transcript(s).**

A **2016 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail -- Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE -- Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click “Get a tax transcript.” Click “Get Transcript ONLINE.” 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 – Use the links to download IRS Form [4506T--EZ](#) or IRS Form [4506--T](#)

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return).

In most cases, for electronic filers, 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2--3 weeks after the 2016 IRS electronic income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 6--8 weeks after the 2016 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.

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.

**2. Nontax Filers**

The Instructions and certifications below apply to each parent included in the household. 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, nor 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 they did not issue an IRS W--2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	2016 Amount Earned	For Whom?	IRS W-2 Attached?
Pro Auto	\$980	Father	Yes

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

Documentation includes a verification of nonfiling letter from the IRS. This form may be obtained by completing an IRS Form 4506--T and checking box 7. An IRS form 4506--T may be downloaded at [www.irs.gov](http://www.irs.gov)

**Check the box that applies:**

- Check here is a confirmation of nonfiling is provided.
- Check here is a confirmation of nonfiling will be provided later.



Student Name: \_\_\_\_\_ Student SSN: \_\_\_\_\_

**G. Certification and Signatures**

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent must sign and date.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to Dodge City Community College. You should make a copy of this worksheet for your records.***