

## 2018–2019 Verification Worksheet Independent Student

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator 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.

Please carefully read ALL instructions for each section PRIOR to completing each section. Any manual edits to this form must be confirmed with initials and a date next to each edit.

### A. Independent Student's Information

All fields in this section are required.

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I. \_\_\_\_\_

LAST FOUR DIGITS OF SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

STUDENT'S ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ ALTERNATE OR CELL PHONE NUMBER: \_\_\_\_\_

### B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself
- Your spouse, if you are married.
- Your or your spouse's children, if you or your spouse will provide more than half of the children's support from July 1, 2018, through June 30, 2019, even if a child does not 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 through June 30, 2019.

Ensure **ALL** household members, that meet the above criteria, are included below. Include the full name (no abbreviations) of the college for any household member 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. Begin with yourself on line 2.

If more space is needed, attach a separate page with your name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will Be Enrolled at Least Half Time?
<i>Marty Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central Community College</i>	<i>Yes</i>
		Self	Purdue University Global	

## C. Independent Student's Income Information to Be Verified

**1. TAX RETURN FILERS—Important Note:** If you (the student) or your spouse (if married), filed or will file an amended 2016 IRS tax return, you must contact your financial aid administrator before completing this section.

**Instructions:** Complete this section if you, the student, filed or will file a 2016 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the web. In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS Data Retrieval Tool if that information was not changed.

If you have not already used the tool, go to [FAFSA.gov](https://fafsa.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. If you need more information about when, or how to use the IRS Data Retrieval Tool, see your financial aid administrator.

**Check the box that applies (Select ONLY one):**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer the student's (and, if married, the spouse's) 2016 IRS income information into the FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Your school will use the IRS information that was transferred in the verification process.
- The student has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer the student's (and, if married, the spouse's) 2016 IRS income information into the FAFSA once the student has filed the 2016 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a 2016 IRS tax return transcript. A 2016 IRS Tax Return Transcript may be obtained through:
- **Get Transcript by MAIL:** Go to <https://www.irs.gov/individuals/get-transcript>. Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
  - **Get Transcript ONLINE:** Go to <https://www.irs.gov/individuals/get-transcript>. Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
  - **Automated Telephone Request:** Call 1.800.908.9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
  - **Paper Request Form:** Complete an IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form. If you choose to receive your 2016 Tax Return Transcript utilizing any of the options above, you **MUST** select one box below.
- Check here if the student's IRS tax return transcript is attached to this worksheet.
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. **If you have filed an extension, please read the instructions below.** Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.
- Check here if an IRS tax extension has been granted for your 2016 taxes, and provide the following documents:
- A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016; and
  - A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and, if self-employed, a signed statement certifying the amount of the individual's AGI and the U.S. income tax paid for tax year 2016.

**2. TAX RETURN NONFILERS**—Complete this section if you, the student, will not file and are not required to file a 2016 income tax return with the IRS. If you made a selection in C1, do not complete this section. Only complete this section if you did not file a tax return.

**Check the box that applies (Select ONLY one):**

- The student (and, if married, the student’s spouse) was not employed and had no income earned from work in 2016.
- The student (and/or the student’s spouse if married) 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 attached. Attach copies of all 2016 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.

Do NOT list any federal benefits such as, Social Security Income, Social Security Disability, Supplemental Nutrition Assistance Program (SNAP), etc. If more space is needed, attach a separate page with your name and Social Security Number at the top.

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**D. 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.**

*The student must sign this worksheet. If married, the spouse’s signature is optional. Students attending Purdue University Global online must provide their original signature using blue or black ink.*

By signing below, I certify that all of the information reported on this worksheet is complete and correct.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Spouse’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school. You should make a copy of this worksheet for your records.**