2018 – 2019 INDEPENDENT VERIFICATION WORKSHEET

Federal Student Aid Programs

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) has been selected for a review process called verification. According to federal regulations, the Financial Aid Office must verify your FAFSA information before we can award you financial aid. Please complete and sign the form, attach any required documents, and submit it to the address, fax or email above. Blank or incomplete forms will not be processed. If you have questions about the process, you can contact us at the number above.

For your protection, please remove all personally identifiable information (PII) such as: SSN, date of birth and driver’s license number from your documents prior to submitting it. Also, please include the student's name and VIP ID on all documents.

SECTION A: Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Student VIP ID</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Cell or Alternate Phone Number</th>
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</thead>
<tbody>
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</tbody>
</table>

SECTION B: Family Information

Independent Students (student who did not need to provide parent information on the FAFSA)
List the people in your household. Include:
- Yourself (and your spouse, if married).
- Your children, if you will provide more than half of their support from July 1, 2018 through June 30, 2019, or if the child would be required to provide your 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 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.

Write the names of all household members in the space(s) below. Also, write in the name of the college for any household member, excluding your parent(s), who will be attending college at least half-time between July 1, 2018 and June 30, 2019 and will be enrolled in a program that leads to a college degree, certificate or diploma at a postsecondary educational institution.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Will be Enrolled at Least Half-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: John Doe</td>
<td>20</td>
<td>Brother</td>
<td>State University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you need more space, attach a separate paper.
SECTION C: Student/Spouse’s Income to Be Verified

Instructions: Complete this section, even if you, the student and/or your spouse, did not file a 2016 income tax return with the IRS.

Use the Data Retrieval Tool: The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. Please be aware that you will not be able to see the tax data that is being imported into the FAFSA, but this is the fastest and easiest method to use. If you have not already used the tool, the student should go to FAFSA.gov, log in to the FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the you/and your spouse are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the FAFSA.

OR

Order a Tax Return Transcript: The U. S. Department of Education no longer allows a preparer’s copy of the tax return to satisfy the Verification requirement. You may order an IRS tax return transcript online at: www.IRS.gov and click on the “Get Your Tax Record”, or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2016 IRS tax return was filed). If you are married and you and your spouse filed separate 2016 tax returns, you must submit tax return transcripts for both you and your spouse.

You will also need to submit copies of your 2016 W-2(s), along with the rest of the required documentation. If student/spouse is in the military, please submit December 2016 Leave and Earnings Statement (LES).

Student’s/Spouse’s Tax Forms and Income Information

1. Check only one box below. Please check which method you used to input your tax info.
   - ☐ Check here if you have used or will use the IRS Data Retrieval Tool. Date Submitted: _____________________
   - ☐ Check here if you have requested a Tax Return Transcript. Date Requested: _____________________
   - ☐ Check here if you are attaching a Tax Return Transcript. **(Must be obtained from the IRS.)**
   - ☐ Check here if you and/or your spouse were not employed and had no income earned from work in 2016 (Complete Question 3)
   - ☐ Check here if you and/or your spouse worked, but will not file and are not required to file a 2016 U.S. Income Tax Return (Complete Question 3).

2. If you, the student, or your spouse filed an amended 2016 federal tax return, you must provide a 2016 IRS Tax Return Transcript AND a signed copy of the 2016 federal 1040X Amended Income Tax Form that was filed with the IRS.

3. Non-Filers – Federal regulations now require all nontax filers to provide an IRS Verification of Non-Filing Status Letter dated on or after October 1, 2017 that indicates a 2016 federal income tax return was not filed with the IRS. Therefore; the student and spouse, if applicable and neither filed taxes must submit this letter. This Verification Status Letter may be obtained from the IRS on the web at www.IRS.gov and using Form 4506-T and checking Box 7. Also, please complete the section below and attach a copy of the W-2 form for each source of employment. Misplaced W-2s can be requested though employers or the IRS.

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2016 Amount Earned</th>
<th>IRS W-2 Attached?</th>
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<tbody>
<tr>
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</table>

Child Support Paid

Complete this section if you or your spouse paid child support in 2016.

<table>
<thead>
<tr>
<th>Name of Person Who Paid Child Support</th>
<th>Name of Person to Whom Child Support was Paid</th>
<th>Name of Child for Whom Support Was Paid</th>
<th>Child’s Age</th>
<th>Annual Amount Paid in 2016</th>
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</table>
SECTION D: 2016 Additional Financial Information: Enter “0” if the answer is “none”. Do not leave any item blank.

Student/Spouse

$___________ Education credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit) from IRS Form 1040—line 50 or 1040A—line 33.

$___________ Child support paid because of a divorce or separation or as a result of a legal requirement. Don't include support received for children in your household.

$___________ Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.

$___________ Taxable student grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.

$___________ Combat pay or special combat pay; only enter the amount that was taxable and included in your adjusted gross income. Don’t include untaxed combat pay.

$___________ Earnings from work under a cooperative education program offered by a college.

SECTION E: 2016 Untaxed Information: Enter “0” if the answer is “none”. Do not leave any item blank.

Student/Spouse

$___________ Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D,E, F, G, H and S. Don’t include amounts reported in code DD (employer contributions toward employee health benefits).

$___________ IRA deductions and payments to self-employed SEP, SIMPLE, Keogh, and other qualified plans from IRS Form 1040 - line 28+ line 32 or 1040A - line 17.

$___________ Child support received for all children. Don’t include foster or adoption payments.

$___________ Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b

$___________ Untaxed portions of IRA distributions from IRS Form 1040 – lines (15a minus 15b) or 1040A – lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.

$___________ Untaxed portions of pensions from IRS Form 1040 – lines (16a minus 16b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.

$___________ Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don’t include the value of on-base military housing or the value of a basic military allowance for housing.

$___________ Veterans' non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.

Other untaxed income not reported above. Also include the untaxed portions of health savings accounts from IRS Form 1040—line 25. Don’t include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.

$___________ Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.

SECTION F: Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is true and accurate. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.

________________________________________________________________________
Student’s Signature Date Spouse’s Signature (optional) Date

Signature of person who paid child support Date

SUBMIT THIS WORKSHEET TO THE FINANCIAL AID OFFICE BY MAIL, EMAIL, FAX, OR IN PERSON