

2018-2019 DEPENDENT VERIFICATION WORKSHEET

Student's Name: _____ SSN: _____

C. Dependent Student's Income Information to Be Verified

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

Instructions: If 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 FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's 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 student is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.

NOTE: DO NOT COMPLETE SECTION BELOW IF THE STUDENT FILED A 2016 TAX RETURN

2. **TAX RETURN NONFILERS** – **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 the student's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. 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	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

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Student's Name: _____ SSN: _____

D. Parent's Income Information to Be Verified— Please note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS**—**Important Note- this section only pertains to 2016 tax filers:** If the student's parent(s), filed or will file, an **amended** 2016 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: If the student's parent(s) **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 FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's 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 parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.

NOTE: DO NOT COMPLETE THE SECTION BELOW UNLESS 2016 TAX RETURNS WERE NOT FILED. EXAMPLE: IF ONE PARENT WAS REQUIRED TO FILE A 2016 TAX RETURN BUT THE OTHER PARENT WAS NOT, THE PARENT THAT WAS A NON-FILER NEEDS TO COMPLETE THIS SECTION.

2. **TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will **not** file and **is not required** to file a 2016 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2016.
- The parent(s) was employed in 2016 and has listed below the names of all the parent's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. 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	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

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E. Certification and Signatures

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

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

Student's Signature

Date

Parent's Signature

Date

Second Parent's Signature (**note: required if parent didn't file a tax return or if parent(s) marital status on FAFSA is unmarried but living together**).

Date

*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.