

2018-2019 INDEPENDENT VERIFICATION WORKSHEET

Student's Name: _____ SSN: _____

C. Independent Student's Income Information to Be Verified

1. **TAX RETURN FILERS**—**Important—please note that these instructions pertain to tax filers:** If you (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: If you, the student and/or spouse, **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 you have not already used the tool, go to 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. 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 THE SECTION BELOW IF YOU AND/OR YOUR SPOUSE FILED A 2016 TAX RETURN.

2. **TAX RETURN NONFILERS**—Only complete this section if you, the student (and, if married, your spouse), will **not** file and **are not required** to file a 2016 income tax return with the IRS.

Check the box that applies:

- 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.*

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>

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E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

Spouse's Signature (**Note: signature is required if a non-filer**)

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.