

2019-2020 Verification (V1) Worksheet

Independent Student

Your 2019-2020 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.

A. INDEPENDENT STUDENT'S INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's E-mail Address
Student's Home Phone Number	Student's Alternate or Cell Phone Number	Student ID Number	

B. Independent Student's Family Information

Number of Household Members: List below ALL of the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA for 2019-2020. 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, 2020.

Write the names of ALL family members. Include the name 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, 2019 and June 30, 2020. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Full Name (all household members)	Age	Relationship	College	Will be Enrolled at Least Half-Time
		<i>Self (Student)</i>	<i>Cedar Crest College</i>	<i>Yes</i>

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Student's Name: _____ SSN: _____

C. INDEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2017 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student (or your spouse, if married), filed or will file a 2017 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 2017 IRS income tax information into your FAFSA. In most cases, for electronic tax return filers, 2017 IRS income tax return information for the IRS Data Retrieval Tool is available within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS Data Retrieval Tool within 6-8 weeks after the 2017 paper IRS income tax return has been received by the IRS. 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:

- I, the student (or my spouse, if married), have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2017 IRS income information into my 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.*
- I, the student (or my spouse, if married), have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2017 IRS income information into my FAFSA once I have filed my 2017 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.*
- I, the student (or my spouse, if married), am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, I will submit to the school a **2017 IRS tax return transcript OR a signed photocopy of the income tax return is acceptable.**

If you are married and you and your spouse filed separate 2017 tax returns, you MUST submit tax return transcripts or income tax returns for both you and your spouse.

A **2017 IRS Tax Transcript** may be obtained through:

- Online Request – Go to www.irs.gov, click on “Get Your Tax Record” box on the IRS homepage, click either “Get a Transcript Online” OR “Get a Transcript by Mail”. 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 – IRS Form 4506T-EZ or IRS Form 4506-T

- 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. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*
- Check here if a signed photocopy of student's (or spouse, if applicable) income tax return is attached.*

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2017 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 2017.
- The student (and/or the student's spouse, if married) was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 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. **NOTE: We may require you to provide documentation from the IRS that indicates a 2017 IRS income tax return was not filed with the IRS.***

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Student's Name: _____ SSN: _____

D. CERTIFICATION AND SIGNATURE(S)

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

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.*