UNIVERSITY OF CHARLESTON

2018-2019 FEDERAL VERIFICATION WORKSHEET
DEPENDENT STUDENT- TRACKING GROUP V1

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before processing Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and your parent, whose information was reported on the FAFSA, must complete and sign this institutional verification document, attach any required documents, and submit the form to our office **as soon as possible**. We may ask for additional information at any time throughout this process. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. DEPENDENT STUDENT'S INFORMATION

_____ Student's Last Name First Name M.I.

_____ Student's Identification (ID) Number

_____ Student's Street Address (include apt. no.)

_____ Student's Date of Birth

_____ City, State, Zip Code

_____ Student's Email Address

_____ Student's Home Phone Number (include area code)

_____ Student's Alternate or Cell Phone Number

B. DEPENDENT STUDENT'S FAMILY INFORMATION

Number of Household Members: List below the people in the parent's household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't' live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2019.

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, and include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
John Doe (example)	18	*Self*	*University of Charleston*	*Yes*

C. DEPENDENT STUDENT'S INCOME INFORMATION TO BE VERIFIED

1. TAX RETURN FILERS

Instructions: Complete this section if the student and/or spouse filed or will file a *2016 IRS Income Tax Return(s)*. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web at FAFSA.gov.

Check the box that applies:

☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer *2016 IRS Income Tax Return* information into the student's FAFSA.

☐ The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.

☐ The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2016 IRS Tax Return Transcript(s).**

A 2016 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax 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 www.irs.gov, under the Tools heading, click "Get a tax 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 use 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** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – 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 from.

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and **the 2016 IRS Tax Return Transcript(s)** must be provided for each.

_____ Check here if a 2016 IRS Tax Return Transcript(s) is provided.
_____ Check here if a 2016 IRS Tax Return Transcript(s) will be provided later.

2. TAX RETURN NON FILERS

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and/or 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/or spouse were not employed and had no any income earned from work in 2016.
☐ The student and/or spouse were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. ***Must provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers.** List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided?	Amount Earned in 2016
Suzy's Auto Body Shop (example)	*Yes*	*$4,500.00*
Total Amount of Income Earned From Work		***$***

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

☐ Check here if confirmation of non-filing is provided.
☐ Check here if confirmation of non-filing will be provided later.

D. PARENT'S INCOME INFORMATION TO BE VERIFIED

1. TAX RETURN FILERS

Instructions: Complete this section if the parents filed or will file a 2016 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web at FAFSA.gov.

Check the box that applies:

☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

☐ The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.

☐ The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2016 IRS Tax Return Transcript(s).**

A 2016 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax 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 www.irs.gov, under the Tools heading, click "Get a tax 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 use 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** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – 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 from.

If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each.

_____ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
_____ Check here is a **2016 IRS Tax Return Transcript(s)** will be provided later.

2. TAX RETURN NONFILERS

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a *2016 Income Tax Return* with the IRS.

Check the box that applies:

☐ Neither parent was employed, nor neither had income earned from work in 2016.

☐ One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or equivalent document is provided. ***Must provide copies of all 2015 IRS W-2 forms issued to the parents by their employers.** List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 Provided	Amount Earned in 2016
Suzy's Auto Body Shop (example)	*$2,000.00*	*Yes*
Total Amount of Income Earned From Work		***$***

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

☐ Check here if confirmation of non-filing is provided.

☐ Check here if confirmation of non-filing will be provided later.

E. VERIFICATION OF 2016 INCOME FOR INDIVIDUALS WITH UNUSUAL CIRCUMSTANCES

1. INDIVIDUALS GRANTED A FILING EXTENSION BY THE IRS

An individual, who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2016, must provide:

- A copy of IRS Form 4858, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016;
- Verification of Non-filing letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017;
- A copy of IRS Form 2-3 for each source of employment income received or an equivalent document for tax year 2016 and;
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

2. INDIVIDUALS WHO FILED AN AMENDED IRS INCOME TAX RETURN

If an individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return that does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

3. INDIVIDUALS WHO WERE VICTIMS OF IRS IDENTITY THEFT

An individual who was victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filed indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

4. INDIVIDUALS WHO FILED NON-IRS INCOME TAX RETURNS

- A tax-filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned about, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

F. CERTIFICATION AND SIGNATURE

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

Each person signing below certifies that all of the Information reported is complete and correct.

_____	_____
Print Student's Name	Student's ID Number
_____	_____
Student's Signature (Required)	Date
_____	_____
Parent's Signature (Required)	Date