



## 2018–2019 Verification Worksheet – Dependent Student

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Federal regulations require our office to confirm that the information you reported on your FAFSA is complete and correct. **Your application will not be processed until all of the required documents have been provided.**

### Student Information

Student Name:	SSN or ID:
Phone Number:	Date of Birth:

### A. Student/Parent Household

List below the people in your parent(s)' household. Be sure to include:

- Yourself and your parent(s) (including a stepparent) even if you do not live with them.
- Other children if your parent(s) will provide **more than half** of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they completed a FAFSA for 2018–2019. (Not including foster children.)
- Other people if they now live with your parent(s) and your parent(s) provide **more than half** of their support and will continue to provide support through June 30, 2019.

Write the name, age, and relationship to student for each member in the household, as well as, the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program any time between July 1, 2018 and June 30, 2019. If more space is needed, attach a separate page with the student's name and SSN or Student ID.

FULLNAME	AGE	RELATIONSHIP	COLLEGE	ENROLLED AT LEAST HALF TIME? (Y/N)
		Self/Student	Carl Albert State College	

## B. Student/Parent Income Information

### TAX FILERS ONLY

STUDENT	PARENT(S)	
<input type="checkbox"/>	<input type="checkbox"/>	I have successfully used the FAFSA's IRS Data Retrieval Tool (DRT) to transfer my 2016 income information to the FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	I have not yet, but will use the IRS DRT to transfer my 2016 income information. <ul style="list-style-type: none"> <li>• Please note that verification <b>cannot</b> be completed until we receive the new FAFSA.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	I am unable or chose not to use the IRS DRT to transfer my information. <ul style="list-style-type: none"> <li>• Must submit 2016 IRS Tax Return Transcript.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	I filed an Amended IRS Income Tax Return <ul style="list-style-type: none"> <li>• I have attached or will submit my 2016 IRS Tax Return Transcript <b>and</b> my signed 1040X.</li> </ul>

#### How to obtain an IRS Tax Return Transcript:

- Get Transcript by Mail - Go to [www.irs.gov](http://www.irs.gov), under the heading **Tools**, click **Get a Tax Transcript**. Click **Get Transcript by Mail**. Make sure to request the **IRS Tax Return Transcript** and NOT the Account Transcript.
- Get Transcript ONLINE - Go to [www.irs.gov](http://www.irs.gov), under the heading **Tools**, click **Get a tax transcript**. Make sure to request the **IRS Tax Return Transcript** and NOT the Account Transcript.
- Automated Telephone Request 1-800-908-9946. Request the **Tax Return Transcript**, NOT the Account Transcript.
- Paper Request Form - Go to [www.irs.gov](http://www.irs.gov). Enter 4506-T in search box. Print the form and submit directly to the IRS.

### NON TAX FILERS ONLY

STUDENT	PARENT(S)			
<input type="checkbox"/>	<input type="checkbox"/>	I was <b>not</b> employed and did not have any income earned from work in 2016. <ul style="list-style-type: none"> <li>• Must submit an IRS Nonfiling Verification Letter for <b>parent(s)</b>.</li> </ul>		
<input type="checkbox"/>	<input type="checkbox"/>	I <b>was</b> employed in 2016 and am not required to file a 2016 IRS Tax Return. <ul style="list-style-type: none"> <li>• Must submit W2s for student and parent(s) <b>and</b> an IRS Nonfiling Verification Letter for <b>parent(s)</b>.</li> </ul>		
		Employer's Name	Amount Earned in 2016	Received a W2? (Y/N)
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## C. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

Reviewed By: \_\_\_\_\_