

# 2018-2019 Verification Worksheet

## Dependent Student

Your 2018-2019 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 and your parents reported on your FAFSA. To verify that you provided correct information we 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 and a parent whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Student Administrative Services Office in the Conlan Center. If you have any questions about verification, please contact our office as soon as possible so that your financial aid will not be delayed. Our phone number is 513-244-4418.

### A. Dependent Student's Information

\_\_\_\_\_  
 Student's Last Name                      Student's First Name                      Student's M.I.                      Student's Social Security Number or 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  
 (include area code)

### B. Dependent Student's Family Information

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

- Yourself and your parents (including a stepparent) even if you don't live with your parents.
- Your parents' other children if your parents 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 were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with your parents.
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Number in College: Include in the space below information about any household member, excluding your parents, 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, attach 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)
		<i>Self</i>	<i>Mount St. Joseph University</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 educational institutions is inaccurate.

**C. Dependent Student’s Income Information to Be Verified – complete section 1 or 2 depending on your status.**

1. **TAX RETURN FILERS—Important Note:** The instructions below apply to the student. Notify the financial aid office if the student filed or will file an amended IRS tax return, a non-IRS tax return, is granted a filing extension, or is a victim of IRS tax-related identity theft for tax year 2016.

**Instructions:** Complete this section if the student filed or will file a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**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 a **2016 IRS Tax Return Transcript(s)**.

A **2016 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), click on “Get My Tax Record”. Then, click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), click on “Get My Tax Record. Then, click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided with this worksheet.

\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later. Estimated date of arrival: \_\_\_\_\_

2. **NONTAX-FILERS**—The instructions and certifications below apply to the student. 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 or other income in 2016 that would require a tax return.
- The student 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 provided. **[Provide copies of all 2016 IRS W-2 forms issued to the student 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	2016 Annual Amount Earned	IRS W-2 Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>
<b>Total Amount of Income Earned From Work</b>	<b>\$</b>	

**D. Parent's Income Information to Be Verified – complete section 1 or 2 depending on your status.**

1. **TAX RETURN FILERS—Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016, had a change in marital status after December 31, 2016, filed or will file an amended IRS tax return, a non-IRS tax return, are granted a filing extension, or are victims of IRS tax-related identity theft for tax year 2016.

**Instructions:** Complete this section if the parents 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 (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

**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 a **2016 IRS Tax Return Transcript(s)**.

A **2016 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), click on “Get My Tax Record”. Then, click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), click on “Get My Tax Record. Then, click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

If your 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 if a **2016 IRS Tax Return Transcript(s)** will be provided later. Estimated date of arrival: \_\_\_\_\_

2. **NONTAX-FILERS**—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 and provide confirmation of non-filing (see below\*):**

- Neither parent was employed and had no income earned from work or other income in 2016 that would have required a tax return.
- 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 is provided. **[Provide copies of all 2016 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	2016 Annual Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>
<b>Total Amount of Income Earned From Work</b>	<b>\$</b>	

**\*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. This can be obtained by submitting IRS Form 4506-T and checking box 7.

\_\_\_\_\_ Check here if confirmation of non-filing is provided.

\_\_\_\_\_ Check here if confirmation of non-filing will be provided later. Estimated date of arrival: \_\_\_\_\_

**E. Certification and Signatures**

Each person signing below certifies that all of the information reported 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, you may be fined, sent to prison, or both.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to:  
Student Administrative Services  
Mount St. Joseph University  
5701 Delhi Road  
Cincinnati, OH 45233  
You should make a copy of this worksheet for your records.***