



2020-21 Verification Worksheet Independent Students

Your 2020-21 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.

Please carefully read ALL instructions for each section PRIOR to completing each section. All fields marked with an asterisk (*) are required.

A. Independent Student's Information

Student's Last Name	Student's First Name	M.I.	Students SSN	Student's DOB
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Student's Street Address

City	State	Zip Code	Phone Number
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Student's Email Address _____

Student's Alternate or Cell Phone Number _____



B. Independent Student's Family Information

List below all 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, 2020, through June 30, 2021, or if the child would be required to provide your information if they were completing a FAFSA for 2020-21. 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, 2021.

Ensure ALL household members that meet the above criteria, are included below. Include the full 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, 2020, and June 30, 2021.

If more space is needed, attach a separate page with your name and Social Security Number at the top.

Full Name	Age	Relationship	College Attending	At Least ½ Time?
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>

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 2018 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, filed or will file a 2018 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. In most cases, no further documentation is needed to verify 2018 IRS income tax return information that was transferred into the student's FAFSA using the IRS Data Retrieval Tool if that information was not changed.

If you have not already used the tool, go to FAFSA.ed.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 2018 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.

Check the box that applies (Select ONLY ONE):

☐ I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2018 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, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2018 IRS income information into my FAFSA once I have filed my 2018 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, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school 2018 IRS tax return transcript(s)—not photocopies of the income tax return. Go to <http://www.irs.gov/Individuals/Get-Transcript> to view and print your 2018 tax transcript immediately or request a copy by mail. Additional options include calling 1-800-908-9946 and requesting the "IRS tax return transcript" and **not** the "IRS tax account transcript," or downloading the IRS2GO mobile application (available for Android and iOS/Apple mobile devices). These self-service options may take up to 10 business days to arrive at the specified address on file with the IRS. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2018 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you are married and you and your spouse filed separate 2018 tax returns, you must submit tax return transcripts for both you and your spouse. If this option is selected, you **MUST** select one box below.

☐ Check here if an IRS tax return transcript(s) is attached to this worksheet.



___ Check here if IRS tax return transcript(s) will be submitted to your school later. **If you have filed an extension, please the read instructions below.** Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.

___ Check here if an IRS tax extension has been granted for your 2018 taxes, and provide the following documents:

- A copy of the IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2018; and
- A copy of IRS Form W–2 for each source of employment income received for tax year 2018 and, if self-employed, a signed statement certifying the amount of the individual’s AGI and the U.S. income tax paid for tax year 2018.

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 2018 income tax return with the IRS. If you made a selection in C1, do not complete this section. Only complete this section if you did not file a tax return.

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 2018

___ The student (and/or the student’s spouse if married) was employed in 2018 and has listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 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.

Do NOT list any federal benefits such as, Social Security Income, Social Security Disability, Supplemental Nutrition Assistance Program (SNAP), etc.

Employer’s Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

Name: * _____ SSN: * _____



D. Independent Student's Other Information to Be Verified

1. Complete this section if someone in the student's household (listed in Section B) received benefits from the Supplemental Nutrition Assistance

Program or SNAP (formerly known as food stamps) any time during the 2018 or 2019 calendar years.

___ One of the persons listed in Section B of this worksheet received SNAP benefits in 2018 or 2019. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2018 and/or 2019.

2. Complete this section only if you (or your spouse, if married) paid child support in 2018. Do not include child support received.

___ Either I, or if married my spouse, paid child support in 2018. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2018 for each child. If asked by my school, I will provide documentation of the payment of child support.

If you need more space, attach a separate page that includes your name and Social Security Number at the top.

For child support paid, do not list agency or State. You must list the name of the person. If you need more space, attach a separate page that includes your name and Social Security Number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Person for Whom Child Support was Paid	Amount of Child Support Paid in 2018
<i>Marty Jones (example)</i>	Chris Smith	Terry Jones	\$6,000.00

Note: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation, such as:



- A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
- A statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payments having been made.

E. Certificate and Signature

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

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.

Student's Signature Date

Date

Spouse's Signature (Spouse must sign if non-filer)

Date

Note: 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.