

# 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 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. Student's Information

Student's Last Name	Student's First Name Student's M.I.	Martin University Student ID/ 4 Last SSN
Student's Street Address (include apt. no.)		Student's Date of Birth
City	State	Zip Code
Student's Home Phone Number (include area code)		Student's Email Address
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number

### B. Student's Family Information

List below the people in your parent(s)' household, include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' 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 were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with your parent(s).
- 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 more than half of their support through June 30, 2018.

.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, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

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

**C. Income Information to Be Verified**

1. I (and spouse, if married) am **REQUIRED** by the IRS to file a Federal Income Tax Return  
**\*Important Note:** If the student (and spouse, if married) filed, or will file, an amended 2016 IRS tax return, the student must contact the Financial Aid Administrator before completing this section.  
**\*\*Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

\*\*\*If the student has used the IRS Data Retrieval Tool when completing the 2018-2019 FAFSA, **SKIP TO SECTION D.**

By checking this box, I confirm that I have not used the IRS Data Retrieval Tool, and will complete one of the following options:

**A. Use the IRS Data Retrieval Tool on FAFSA**

Once you have completed your taxes, wait the appropriate length of time (two weeks if filed electronically and 8 weeks if by mail) and follow these steps:

1. Log back into [www.fafsa.gov](http://www.fafsa.gov).
2. Click on Make FAFSA Corrections.
3. Click on the Financial Information tab.
4. Change from "Will File" to "Already Completed."
5. If you are eligible to use the IRS Data Retrieval Process, click on the Link to IRS link and click OK.
6. On the IRS Web site, enter the requested information and click submit.
7. Click the box under the "Transfer My Tax Information into the FAFSA" and then click Transfer Now
8. You should then receive a message "You have successfully transferred your 2016 tax information."
9. Be sure to finish going through all the steps and electronically sign and submit your FAFSA. You are not finished until you have successfully submitted your FAFSA and received a confirmation number.

**B. Request a Tax Return Transcript (Student and spouse, if married) Transcripts can be downloaded and printed immediately.**

1. Go to <http://www.irs.gov/Individuals/Get-Transcript>
2. In the blue box on the page that says "Get Transcript ONLINE click here. If you prefer to have it mailed to you choose the box to the right of this one that says, "Get Transcript by MAIL"
3. If already have an IRS account can sign in; if not create an account
  - a. On Get transcript page choose reason: Higher Education/Student Aid
  - b. The site will recommend choosing Return Transcript use this and select year
  - c. Transcripts will download for you to print
  - d. If you choose mail it can take up to 5-10 business days.
4. Attach or submit to the Financial Aid Office, make sure to include the student's name and student's ID number in the top of the transcript

2. I (and spouse, if married) am **NOT REQUIRED** by the IRS to file a Federal Income Tax Return

**Check the box that applies:**

- The student (and spouse, if married) was not employed and had no income earned from work in 2016.
- Complete the table below for all 2016 employment. **Attach copies of all 2016 IRS W-2 forms issued to the student and spouse, if married, from employers.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

### D. Certification and Signature

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 (optional)

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education***

***Submit this worksheet and attachments to:***

***Financial Aid Office  
Martin University  
2186 N. Sherman Drive  
Indianapolis, IN 46218***

***You should make a copy of this worksheet for your records.***