

**2019-2020 Verification 1 Worksheet (Dependent)**

Your **2019-2020** 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 the 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 this 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.

**STUDENT INFORMATION**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UTHSC ID 885\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Household Members and Number in College**

**(Dependent Student)**

**Number of Household Members**: List below the people in the **parents’ 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, 2019**, through **June 30, 2020**, or if the other children would be required to provide parental information if they were completing a ***FAFSA*** for **2019-2020**. 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, 2020**.

**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, 2019**, and **June 30, 2020**, 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.**

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| --- | --- | --- | --- | --- |
| **Full Name** | **Age** | **Relationship to Student** | **College** | **Will be Enrolled at Least Half Time**  **(Yes or No)** |
|  |  | **SELF** | **UTHSC** |  |
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**Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institution is inaccurate**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UTHSC ID 885\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you *DID NOT* file a 2017 IRS Tax Return, please complete the Verification of 2017 Income Information for Student Nontax Filers Section.**

**Verification of 2017 Income Information for Student Tax Filers**

**Important Note:** The instructions below apply to the student.

**Instructions**: Complete this section if the student **filed** or **will file** a **2017 IRS** Income Tax Return(s). *The* ***best way to verify income*** *is by using the* ***IRS Data Retrieval Tool (IRS DRT*)** *that* *is part o*f ***FAFSA*** *on the* ***Web*** *at* ***FAFSA.gov****.* In most cases, no further documentation is needed to verify **2017** 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 **2017 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 **2017** IRS Income Tax Return information into the student’s ***FAFSA*.**

\_\_\_\_\_\_The student is **unable** or **chooses not** to use the **IRS DR**T in **FAFSA** *on the Web*, and instead will provide the school with a **2017 IRS Tax Return OR Transcript(s)**.

**A *2017* IRS Income Tax Return signed copy is an acceptable documentation that the tax filer submitted to the IRS.**

**A *2017* IRS Tax Return Transcript may be obtained through:**

**Get Transcript by MAIL** – Go to [www.irs.gov](http://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](http://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 user 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 form.

**\_\_\_\_\_\_\_\_\_\_** Check here if a **2017 IRS Income Tax Return** is provided.

**\_\_\_\_\_\_\_\_\_\_** Check here if a **2017 IRS Tax Return Transcript(s)** is provided.

**If you *DID NOT* file a 2017 IRS Tax Return, please complete the Verification of 2017 Income Information for Parents Nontax Filers Section.**

## Verification of 2017 Income Information for Parent Tax 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 **2017** or had a change in marital status after **December 31, 2017**.

**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) t****hat is part of* ***FAFSA*** *on the* ***Web*** *at* ***FAFSA.gov*.** In most cases, no further documentation is needed to verify **2017** Income Information that was transferred into the **student’s** ***FAFSA*** using the ***IRS DRT*** if that information was not changed by the **FAFSA** filer. The **parents** can provide a signed copy of their 2017 IRS Income Tax Return.

**Check the box that applies:**

\_\_\_\_\_The student ***has used*** the **IRS DRT** in ***FAFSA*** on the **Web** to transfer **2017 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 **2017 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 **2017 IRS Tax Return Transcript(s)**.

\_\_\_\_\_\_Check here if a **2017 IRS Income Tax Return** was provided.

**\_\_\_\_\_\_**Check here if a **2017 IRS Tax Return Transcript(s)** is provided.

***A 2017 IRS Tax Return Transcript may be obtained through:***

**Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "**Get a tax transcript**.” Click “**Get Transcript by MAIL**.” Make sure to request the “I**RS** 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](http://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 user 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 form.

**If the student’s parent(s) filed a separate 2017 IRS Income Tax Returns, the IRS DRT cannot be used and a 2017 IRS Tax Return or Transcript (s) must be provided for each.**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UTHSC ID 885\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verification of 2017 Income Information for *Student* Nontax Filers**

The instructions and certifications below apply to the student.

Complete this section if the student ***will not* file** and ***are not required*** to file a **2017** Income Tax Return with the **IRS**.

|  |  |  |
| --- | --- | --- |
| **Employer’s Name** | **IRS W-2 Provided?** | **Annual Amount Earned in 2017** |
| ***(Example) ABC’s Auto Body Shop*** | ***Yes*** | ***$4,500.00*** |
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| ***Total Amount of Income Earned From Work $*** | | |

**Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 Income Tax Return was not filed with the IRS or other relevant tax authority.**

\_\_\_\_ Check here if confirmation of non-filing is not required.

**Note: A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student’s nonflying status from the IRS or other relevant tax authority.**

**Verification of 2017 Income Information for *Parents* 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 **2017** Income Tax Return with the **IRS**.

**Check the box that applies:**

\_\_\_\_\_\_\_\_Neither parent was employed, and neither had income earned from work in **2017**.

\_\_\_\_\_\_\_\_ One or both parents were employed in **2017** and have listed below the names of all employers, the amount earned from each employer in **2017**, and whether an **IRS W-2** form or an equivalent document is provided. [**Provide copies** of all **2017 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?** | **Annual Amount Earned in 2017** |
| ***(Example) ABC’s Auto Body Shop*** | ***Yes*** | ***$4,500.00*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| ***Total Amount of Income Earned From Work $*** | | |

**Documentation the institution may accept**:

A signed statement certifying that the individual—

* Attempted to obtain the verification of nonflying (VNF) from the IRS or other tax authorities and was unable to obtain the required documentation; and
* Has not filed and is not required to file a 2017 income tax return, and a listing of the sources of any 2017 income earned by the individual from work and the amount of income from each source; and
* A copy of IRS Form W–2, or an equivalent document, for each source 2017 employment income received by the individual.

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UTHSC ID 885\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verification of 2017 Income Information for Individuals with Unusual Circumstances**

**Individuals Granted a Filing Extension by the IRS**

**An individual who is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2017, must provide:**

* Attempted to obtain the VNF from the IRS or other tax authorities and was unable to obtain the required documentation; and
* Has not filed a 2017 income tax return and list the sources of any 2017 income, and the amount of income from each source.
* If self-employed, the signed statement must also include the amount of AGI and U.S. income tax paid for the applicable tax year;
* A copy of **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 **2017**;

* A copy of the **IRS's** approval of an extension beyond the automatic six-month extension for tax year **2017**;
* 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, 2018**;

* A copy of **IRS Form W–2** for each source of employment income received or an equivalent document for tax year **2017** and,

**Individuals Who Filed an Amended IRS Income Tax Return**

**An individual who filed an amended IRS income tax return for tax year 2017 must provide:**

* A **2017 IRS Tax Return Transcript** (that will only include information from the original tax return and 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 **2017 IRS Form** **1040X**, “**Amended U.S. Individual Income Tax Return**,” that was filed with the **IRS**.

**Individuals Who Were Victims of IRS Tax-Related Identity Theft**

**An individual who was the 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 filer** 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.

**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 above, 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.

**CERTIFICATION**

***I hereby certify that all statements and information provided on the worksheet are true, complete, and correct to the best of my knowledge. If asked by an authorized official, I agree to give proof of the information that I have given on this worksheet. I understand it is a federal crime if I purposefully give false or misleading information on this worksheet, which may be subject to a fine, imprisonment, or both.***

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Signature**:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_