

## Verification Worksheet for Dependent Students

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The U.S. Department of Education regulations require that before awarding Federal Student Aid, the CSU Office of Student Financial Aid (OSFA) must ask you to confirm the information that you and your parent(s) reported on the 2018-2019 FAFSA. To verify that you provided correct information, the CSU OSFA will compare your FAFSA information with the information on this worksheet and with any other required documents. If there are differences between your FAFSA information and this worksheet and/or documents you submitted, CSU will send corrections electronically to the Federal processing center to have your FAFSA application reprocessed. The CSU OSFA may ask for additional information. **It is requested that all Verification documentation be turned in without delay upon receiving the Verification notice. Failure to do so will delay the processing of your 2018-2019 Financial Aid Awards. This means that you may have to make a cash down payment and initiate a payment plan to hold any classes you may have registered for from being dropped for non-payment.**

### SECTION A – STUDENT INFORMATION

Last	First	M.I.	Student’s CSU ID Number
Street Address (include apartment no.)		No P.O. Boxes	Date of Birth
City	State	Zip Code	Preferred Email Address
( ) Home Phone Number		Alternate or Cell Phone Number	

### SECTION B – HOUSEHOLD INFORMATION

Please read the following steps and list below:

- **Yourself.**
- **Your parent(s)** (including stepparent) even if you don’t live with your parent(s).
- **Your parents’ other children.** If the parents will provide more than half of the children’s 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 a child does not live with the parents.
- **Other people** if they now live with your 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, 2019.
- **Include the Full Name of College:** Include for any household member listed below (excluding 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 full name of the college.

(If more space is needed, provide a separate page with the student’s name and the student’s CSU ID number at the top.)

Full Name	Age	Relationship to Student	Post Secondary Educational Institution (full name – abbreviations not acceptable)	Will be Enrolled at Least Half Time (Yes or No)
<i>Mary Jones (example)</i>	<i>29</i>	<i>Self (example)</i>	<i>Chicago State University (example)</i>	<i>Yes</i>
		Self	Chicago State University	

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

## STUDENT SECTION

### SECTION C - STUDENT TAX FORM AND INCOME INFORMATION

**Note to Tax Filers:** For tax filers, 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. 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 ONE BOX (only ONE) BELOW 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 IRS Data 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 with a **2016 IRS Tax Return Transcript(s)** (see *INSTRUCTIONS* on next page)
- The student was not employed and had no income** earned from work in 2016 (see *INSTRUCTIONS* on next page)
- The student was employed in 2016, but did not file taxes** 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. (see *INSTRUCTIONS* on next page)

**DO NOT COMPLETE THE CHART BELOW IF TAXES WERE FILED - LEAVE IT BLANK**

**COMPLETE THE CHART BELOW ONLY IF YOU DID NOT FILE A 2016 FEDERAL TAX RETURN**

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 2016
<i>(Example) ABC’s Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

_____ <b>Student’s Printed Name</b>	_____ <b>Student’s CSU ID Number</b>
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## IMPORTANT ***INSTRUCTIONS*** - How to obtain a **2016 IRS TAX RETURN TRANSCRIPT** or an **IRS VERIFICATION OF NON-FILING LETTER**:

- **Get Transcript and/or Letter by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record". Then click "Get Transcript by Mail." If you are a tax-filer make sure to request the "**IRS Tax Return Transcript**" and NOT the "IRS Tax Account Transcript". If you were not required to file a tax return request the IRS "**Verification of Non-filing Letter**". The transcript and/or letter is generally received within 10 business days from the IRS's receipt of the online transcript.
- **Get Transcript and/or Letter ONLINE** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record". Then click "Get Transcript by Mail." If you are a tax-filer make sure to request the "**IRS Tax Return Transcript**" and NOT the "IRS Tax Account Transcript". If you were not required to file a tax return request the IRS "**Verification of Non-filing Letter**". 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.
- **Get Transcript and/or Letter through an IRS Automated Telephone Request** – 1-800-908-9946. The transcript and/or letter is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Get Transcript and/or Letter by submitting an IRS Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript and/or letter is generally received within 10 business days from the IRS's receipt of the paper request form.

If the student filed, or will file, a 2016 Tax Return, but did not, or chose not to, use the IRS DRT, a **2016 IRS Tax Return Transcript(s)** must be provided.

\_\_\_\_ 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.

**Special Note: If you have Unusual Circumstances which are affecting your ability to complete Verification of Income for 2016 because your income/tax situation does not meet the two scenarios as presented immediately above, please refer to SECTION E on page 6 of this Verification Worksheet.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's CSU ID Number

## PARENT(S) SECTION

### SECTION D - PARENT(S) TAX FORM AND INCOME INFORMATION

**Note to Tax Filers:** For tax filers, 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. 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. **These instructions apply to each parent included in the household in Section B. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.**

**CHECK THE ONE BOX (only ONE) BELOW THAT APPLIES:**

- The parent **has used the IRS DRT in FAFSA on the Web** to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parent **has not yet used the IRS DRT in FAFSA on the Web, but will use the IRS DRT tool** to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parent is **unable or chooses not to use the IRS DRT in FAFSA on the Web**, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**. (see **INSTRUCTIONS** on next page)
- The parent **was not employed and had no income** earned from work in 2016. The parent will provide a 2016 IRS Verification of Non-filing Letter. (see **INSTRUCTIONS** on next page)
- The parent **was employed in 2016, but did not file taxes** 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 parent by their employers]. List every employer even if the employer did not issue an IRS W-2 form. The parent will also provide a 2016 IRS Verification of Non-filing Letter. (see **INSTRUCTIONS** on next page)

**DO NOT COMPLETE THE CHART BELOW IF TAXES WERE FILED - LEAVE IT BLANK**

**COMPLETE THE CHART BELOW ONLY IF YOU DID NOT FILE A 2016 FEDERAL TAX RETURN**

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 2016
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

_____ <b>Student's Printed Name</b>	_____ <b>Student's CSU ID Number</b>
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## IMPORTANT ***INSTRUCTIONS*** - How to obtain a **2016 IRS TAX RETURN TRANSCRIPT** or an **IRS VERIFICATION OF NON-FILING LETTER**:

- **Get Transcript and/or Letter by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record". Then click "Get Transcript by Mail." If you are a tax-filer make sure to request the "**IRS Tax Return Transcript**" and NOT the "IRS Tax Account Transcript". If you were not required to file a tax return request the IRS "**Verification of Non-filing Letter**". The transcript and/or letter is generally received within 10 business days from the IRS's receipt of the online transcript.
- **Get Transcript and/or Letter ONLINE** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record". Then click "Get Transcript by Mail." If you are a tax-filer make sure to request the "**IRS Tax Return Transcript**" and NOT the "IRS Tax Account Transcript". If you were not required to file a tax return request the IRS "**Verification of Non-filing Letter**". 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.
- **Get Transcript and/or Letter through an IRS Automated Telephone Request** – 1-800-908-9946. The transcript and/or letter is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Get Transcript and/or Letter by submitting an IRS Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript and/or letter is generally received within 10 business days from the IRS's receipt of the paper request form.

If the parent filed, or will file, a 2016 Tax Return, but did not, or chose not to, use the IRS DRT, a **2016 IRS Tax Return Transcript(s)** must be provided.

\_\_\_\_ 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.

**Special Note: If you have Unusual Circumstances which are affecting your ability to complete Verification of Income for 2016 because your income/tax situation does not meet the two scenarios as presented immediately above, please refer to SECTION E on page 6 of this Verification Worksheet.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's CSU ID Number

## **SECTION E – UNUSUAL CIRCUMSTANCES**

The following Section is provided for both students and/or parents who have **UNUSUAL CIRCUMSTANCES**, as indicated below, which are affecting their ability to complete the Verification process of their 2016 income. Please check all of the **UNUSUAL CIRCUMSTANCES**, as indicated below, which apply to you, **IF ANY**, and provide the documentation as indicated for each **UNUSUAL CIRCUMSTANCE** that you checked.

### **VERIFICATION OF 2016 INCOME INFORMATION FOR INDIVIDUALS WITH UNUSUAL CIRCUMSTANCES**

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

An individual, who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2016, must provide:

- 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 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016;
- 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, 2017;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2016; **and**
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

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

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 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 2016 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.

Student's Printed Name

Student's CSU ID Number

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## **SECTION F - CERTIFICATION AND SIGNATURE**

**WARNING: If you purposely give false or misleading information you may be fined, sent to prison, or both.**

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.

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

\_\_\_\_\_  
Student's CSU ID Number

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Printed Name