

## Verification Worksheet for Independent Students

Your 2019–2020 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 spouse, if married) reported on the 2019-2020 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 2019-2020 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.**

### 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 spouse**, if you are married.
- **Your and spouse’s (if married) dependent children.** If you, the student and/or spouse will provide more than half of the children’s support from July 1, 2019, through June 30, 2020, even if a child does not live in the household.
- **Other people** if they now live with you and/or spouse and are provided more than half of the other person’s support and will continue to provide more than half of that person’s support from July 1, 2019 through June 30, 2020.
- **Include the Full Name of College:** Include for any household member listed below, 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 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 – <b>abbreviations not acceptable</b> )	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.

## SECTION C - STUDENT TAX FORM AND INCOME INFORMATION

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

**Important Note:** The instructions below apply to the student and spouse, if married. Notify the Office of Student Financial Aid if the student and/or spouse, if married, 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 student and spouse, if married, 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 of FAFSA on the Web at [FAFSA.gov](http://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.

#### Check the box that applies:

- The student and spouse, if married, have used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- The student and spouse, if married, have 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 and spouse, if married, 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)**.

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

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "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), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "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 Tax Return Transcript(s)** is provided.

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

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

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

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## Verification of 2017 Income Information for Student Nontax Filers

The instructions and certifications below apply to the student and spouse, if married. Complete this section if the student and spouse, if married, will not file and is not required to file a 2017 income tax return with the IRS.

### Check the box that applies:

- The student and spouse, if married, was not employed and had no income earned from work in 2017.
- The student and spouse, if married, was employed in 2017 and has 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 student and spouse, if married, 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 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS (Verification of Non-filing Letter) or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

- \_\_\_\_\_ Check here if confirmation of nonfiling is provided.
- \_\_\_\_\_ Check here if confirmation of nonfiling will be provided later.

**Special Note: If you have Unusual Circumstances which are affecting your ability to complete Verification of Income for 2017 because your income/tax situation does not meet the two scenarios as presented immediately above, please refer to SECTION D on page 4 of this Verification Worksheet.**

_____	_____
<b>Student's Printed Name</b>	<b>Student's CSU ID Number</b>

## **SECTION D – 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 2017 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 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:

- 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**
- 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 2017.

#### **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 signed copy of the 2017 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return; or
- 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.

#### **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 E - 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 the information reported is complete and correct.

\_\_\_\_\_  
Student's Signature (required)

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Printed Name