

2018-2019 Verification Worksheet – Independent Student

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in process called verification. The law says that before disbursing Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a spouse, if married, whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to the financial aid office. We may ask for additional information, if necessary for clarification. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

A. Independent Student's Information – Please fill in with the student's information.

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

B. Independent Student's Family Information – List 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, 2018 through June 30, 2019, or if the child would be required to provide your 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 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 from July 1, 2018 through June 30, 2019.

Also, write in the name of the college for any noted above, who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program.

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

If more space is needed, attach a separate page with the student's name and ID number at the top.

Office of Financial Aid

Hepburn Hall, Room 215 | 201-200-3173 | 2039 John F. Kennedy Boulevard | Jersey City, NJ 07305

c. Income Information to Be Verified

Important Note: If you, the student (or your spouse, if married) filed, or will file, an amended 2016 IRS tax return, please contact your financial aid administrator before completing this section.

1. **Tax Return Filers** – Complete this section if you, the student, filed or will file a 2016 income tax return with the IRS.

Check the box that applies:

- ☐ The student (or your spouse, if married) has used the IRS DRT to transfer 2016 IRS income tax return information.
- ☐ The student (or your spouse, if married) is unable or chooses not to use the IRS DRT and will provide the school with a **2016 IRS Tax Return Transcript(s)**.

****If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.**

To obtain an IRS tax return transcript, go to: www.irs.gov and click on the “Order a Return or Account Transcript” link, or call (800 908-9946. Make sure to request the “IRS Tax Transcript” or “Verification of Non-Filing” (for Non-Filers.) It may take up to two weeks for IRS income information to be available for electronic IRS tax return files and up to eight weeks for paper IRS tax return filers.

2. **Tax Return Non-Filers** – Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS. **You must also submit an IRS "Verification of Non-filing Letter"**

Check the box that applies:

- ☐ The student and spouse were not employed and had no income earned from work in 2016.
- ☐ The student and/or spouse were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
(Example) ABC's Auto Body Shop	Yes	\$4,500.00

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Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and spouse whose information was reported on the FAFSA must sign and date.

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

Student's Signature

Date

Spouse's Signature

Date

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