



2018–2019 Verification Worksheet-V1

The Department of Education selected your 2018-2019 Free Application for Federal Student Aid (FAFSA) for a process called verification. Federal law states that before disbursing Federal Student Aid, we must confirm the information reported on your FAFSA. To verify that you provided correct information, the Academy of Art University will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information is on the FAFSA must complete, sign and submit this worksheet and any required documents to our financial aid office as soon as possible so that your financial aid does not get delayed. We may ask for additional information. Please note, corrections after verification may change your financial aid awards.

A. Student's Information

_____ Last Name	_____ First Name	_____ M.I.	_____ Social Security Number
_____ Street Address (include apt. no.)			_____ Date of Birth
_____ City	_____ State	_____ Zip Code	_____ Email Address
_____ Home Phone Number (include area code)			_____ Alternate or Cell Phone Number

B. Student's Family Information and Number in College

List below the people in your parent's household. Include:

- Yourself.
- Your parents (including stepparent) even if the student does not live with the parents.
- The parent's other children if the parents 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 the children do not live with the parents.
- Other dependents if they now live the parents and the parents can prove they provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member, **except the 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. *If more space is needed, provide a separate page with the student's name and AAU ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	<i>28</i>	<i>Wife</i>	<i>Academy of Art University</i>	<i>Yes</i>
		<i>Self</i>	<i>Academy of Art University</i>	

Student's Name: _____ AAU ID #: _____

C. Student's Income Information – Please check only one box on this page.

TAX RETURN FILERS

Instructions: Complete this section if you, the student, filed or will file a 2016 IRS income tax return. *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 box that applies:

☐ The student used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

☐ The student is unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a signed copy of the **2016 Federal tax return**. Tax returns include the **IRS Form 1040, 1040A, 1040EZ** or a foreign income tax return.

_____ Check here if you are attaching a signed copy of your **2016 tax return**.

_____ Check here if a signed tax return will be provided later.

☐ The student is unable to provide the school a signed copy of the 2016 Federal tax return and instead will provide a **2016 IRS Tax Return Transcript**. *To request a copy of your tax return transcript, go to www.irs.gov/Individuals/Get-Transcript, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."*

_____ Check here if a **2016 IRS Tax Return Transcript** is provided.

_____ Check here if a **2016 IRS Tax Return Transcript** will be provided later.

Important Note: If you, the student, filed or will file an amended 2016 IRS tax return, you must provide:

- A **signed copy of the 2016 Federal tax return or the 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.

TAX RETURN NON-FILERS

Instructions: Complete this section if you, the student, will not file and are not required to file a 2016 income tax return with the IRS.

NON-FILERS - check the box that applies below:

☐ The student was not employed and had no income earned from work in 2016.

☐ The student was employed in 2016 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. *Provide a separate page with the student's name and ID number if more space is needed.*

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. Parent's Income Information – Please check only one box on this page.**TAX RETURN FILERS**

Instructions: Complete this section if the parents filed or will file a 2016 IRS income tax return(s). 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. *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 box that applies:

☐ The parents used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

☐ The parents are unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a signed copy of the **2016 Federal tax return**. Tax returns include the **IRS Form 1040, 1040A, 1040EZ** or a foreign income tax return.

_____ Check here if you are attaching a signed copy of your **2016 tax return**.

_____ Check here if a signed tax return will be provided later.

☐ The parents are unable to provide the school a signed copy of the 2016 Federal tax return and instead will provide a **2016 IRS Tax Return Transcript**. To request a copy of your tax return transcript, go to www.irs.gov/Individuals/Get-Transcript, or call 1-800-908-9946. Make sure to request the **"IRS Tax Return Transcript"** and **NOT** the "IRS Tax Account Transcript."

_____ Check here if a **2016 IRS Tax Return Transcript** is provided.

_____ Check here if a **2016 IRS Tax Return Transcript** will be provided later.

Important Note: If the student's parent(s) filed or will file, an amended 2016 IRS tax return, you must provide:

- A **signed copy of the 2016 Federal tax return or the 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.

TAX RETURN NON-FILERS

Instructions: Complete this section if the student's parent(s), will not file and are not required to file a 2016 income tax return with the IRS. **YOU ARE REQUIRED TO SUBMIT THE "2016 IRS VERIFICATION OF NON-FILING LETTER (VOFL)" DATED ON OR AFTER OCTOBER 1, 2017, EVEN IF YOUR INCOME IS ZERO.** The Verification of Non-filing Letter must be requested directly from the IRS by going to www.irs.gov/Individuals/Get-Transcript. If appropriate, a similar confirmation from another taxing authority (e.g. foreign government or U.S. territory) is also acceptable. If you are unable to obtain the Non-filing letter from the IRS, you can submit a signed statement certifying you made attempts to obtain the VOFL from the IRS and were unable to do so. Also include on the statement, a certification that you did not file a 2016 income tax return.

NON-FILERS - check the box that applies below:

☐ Neither parent was employed nor had income earned from work in 2016. A signed **Income Statement Form (ISF)** must be completed to explain how your household expenses were met during 2016. You can download the ISF at:

<https://cdn-academywww.pressidium.com/wp-content/uploads/1819-parent-income-statement-dependent-student.pdf>

☐ One or both parents 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. [Provide copies of all 2016 IRS W-2 forms issue to the parent(s) by their employers]. List every employer even if the employer did not issue an IRS W-2 form. *Provide a separate page with the student's name and ID number if more space is needed.*

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>

Student's Name: _____ AAU ID #: _____

E. Certification and Signature

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.

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

Parent's Signature

Date