



# ACADEMY of ART UNIVERSITY®

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## 2018-2019 Verification Worksheet-V1

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that before awarding 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 was entered 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: correction(s) after verification may change your financial aid awards.

### A. Student 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 Family Information

List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student does not live with the parents.
- The parents' 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 people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

For any household member, excluding the parents, who 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, 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.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Self</i>	<i>Academy of Art University</i>	<i>Yes</i>
		<i>Self</i>	<i>Academy of Art University</i>	

**C. Student Income Information**

1. TAX RETURN FILERS--Complete this section if 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](http://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 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 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 a **2016 IRS Tax Return Transcript**.

*To request a copy of your tax return transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://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 filed, or will file, an amended 2016 IRS tax return, you 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.

2. TAX RETURN NONFILERS—Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

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

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 Income Information**

1. TAX RETURN FILERS— 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 2016 or had a change in marital status after December 31, 2016.

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) that is part of FAFSA on the Web at [FAFSA.gov](http://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 have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.

To request a copy of your tax return transcript, go to [www.irs.gov/Individuals/Get-Transcript](http://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." If the parents 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.

- \_\_\_ 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.

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

2. TAX RETURN NONFILERS— Complete this section if the parents 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," 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](http://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.

**In addition, check the box that applies below:**

- Neither parent was employed and neither had income earned from work in 2016. A **signed statement explaining the means of support during 2016 MUST be included. List all source(s) and amounts of untaxed income received in 2016.**
- 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 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 student's name and ID number at student top.

Employer's Name	2016 Amount Earned by Father/ Step-father	2016 Amount Earned by Mother/Step-mother	IRS W-2 Attached?

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 student 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

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to AAU FINANCIAL AID OFFICE: 79 New Montgomery Street, San Francisco, CA 94105  
Phone (415) 618-6190 \* Fax (415)618-6273\*FinancialAid@Academyart.edu*