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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 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.

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

## **B.** Student Family Information

List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July1, 2018, through June 30, 2019, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Number in College: Include in the space below information about any household member 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 name of the college. *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
MartyJones(example)	28	Wife	Academy of Art University	Yes
		Self	Academy of Art University	

Stu	dent's Name:	AAU ID #:					
C.	Student Income Information						
1.	TAX RETURN FILERS— The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.						
	<b>Instructions</b> : Complete this section if the student and spouse <u>filed or will file</u> a 2016 IRS income tax return(s). <i>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 <u>FAFSA.gov</u>. 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.</i>						
	Check the box that applies:						
	The student <u>has used</u> the IRS DRT in <i>FAFSA</i> on the Web to the information into the student's FAFSA.	ransfer 2016 IRS income tax	c return				
	The student <u>has not yet used</u> the IRS DRT in <i>FAFSA on the Web</i> , but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.						
	The student is <u>unable or chooses not to use</u> the IRS DRT in <i>FAFSA on the Web</i> , and instead will provide the school a <b>2016 IRS Tax Return Transcript</b> .						
	To request a copy of your tax return transcript, go to <a href="www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a> , or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." It the student and spouse filed a separate 2016 IRS income tax returns, the IRS DRT cannot be used and 2016 IRS Tax Return Transcript(s) must be provided for each.						
	Check here if a <b>2016 IRS Tax Return Transcript</b> is providedCheck here if a <b>2016 IRS Tax Return Transcript</b> will be provided later.						
	Important Note: If the student (or your spouse, if married) filed, or will file, an <u>amended 2016 IRS</u> tax return, you must provide:						
	<ul> <li>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</li> </ul>						
	• 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 you, the student (and, if married, your spouse), will not file and are not required to file a 2016 income tax return with the IRS. YOUARE 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 <a href="www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a> . 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:						
	The student and spouse were not employed and had no income earned from work in 2016. A signed statement explaining how you supported yourself (and your household, if married) during 2016 must be included. List all sources and amounts of untaxed income received in 2016.						
	The student and/or spouse were employed in 2016 and have listed below the names of all employers, the amoun 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 and spouse by their employers]. List every employer even if the employer did no issue an IRS W-2 form.						
	Employer's Name Suzy's Auto Body Shop (example)	2016 Amount Earned \$2,000.00(example)	IRS W-2 Attached?  Yes(example)				
	σαζη εναιίο Βοάη σπορ (εναπιριέ)	φ2,000.00(example)	темеминуне)				

D. Certification and Signature	Certification and Signature				
Each person signing below certifies that all information reported is complete and corre					
Student's Signature (Required)	Date				
Spouse's Signature (Optional)	Date				

Student's Name: \_\_\_\_\_ AAU ID#:\_\_\_\_

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