



**2018-2019
(V5) Aggregate
Dependent Student
Verification Worksheet**

Date:
Trans. #
EFC:
Banner/Verified:
Locked:

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

IMPORTANT: This form must be completed (including attachments) and submitted to the Financial Aid Office no later than:

November 9, 2018 for Fall Term

April 5, 2019 for Spring Term

July 5, 2019 for Summer Term

A. Dependent Student's Information

_____	_____	_____	_____
Student's Last Name	Student's First Name	Student's M.I.	Student's SFSC ID Number
_____			_____
Student's 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. Dependent Student's Family Information

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

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Yourself and your legal parents (biological or adoptive) if they live together but **are not married**
- Your parent(s)' other children if your parent(s) 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 they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) 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, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student's name and Social Security 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>Sister</i>	<i>Central University</i>	<i>Yes</i>

Student's Name: _____ ID: _____

C. Dependent Student's Income Information to Be Verified

Instructions: *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box (only one) that applies:

- I, the student **HAVE FILED A 2016 AN AMENDED FEDERAL TAX RETURN**, you must provide:
 - A signed copy of the original 2016 income tax return that was filed or a 2016 tax return transcript; **and**
 - A signed copy of the 2016 IRS Form 1040X, "Amended US Individual Income Tax Return," that was filed including W2's.

- I, the student **HAVE FILED A 2016 FEDERAL TAX RETURN** but was the victim of identity theft you must obtain a Tax Return Data Base View (TRDBV) for the 2016 tax year by calling IRS at 1-800-908-4490; **and** you must submit IRS Form I-4039 "Identity Theft Affidavit" **and/or** a police report filed by the tax filer.

- I, the student **HAVE FILED A 2016 NON-IRS INCOME TAX RETURN** with Puerto Rico, another U.S. territory (e.g. Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign county, must provide a signed copy of that 2016 income tax return(s).

- I, the student **FILED A 2016 FEDERAL TAX RETURN** and have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

- I, the student **FILED A 2016 FEDERAL TAX RETURN** but I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2016 IRS tax return transcript and W2's** (not a photocopy of the income tax return). *To obtain an IRS tax return transcript, go to www.irs.gov and click "Get a tax transcript" under Tools. You will have the option of choosing "Get Transcript ONLINE" or Get Transcript by MAIL." You may also call the IRS at 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*

- I, the student **DID NOT FILE A 2016 FEDERAL TAX RETURN** was not employed and had no income earned from work in 2016. If you did not file taxes in 2016 you will need to get a "Verification of Non-filing Letter" from the IRS by filling out the Form 4506-T and checking box 7.

- I, the student **DID NOT FILE A 2016 FEDERAL TAX RETURN** was employed in 2016 and has listed below the names of all the student's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the student by employers. If you did not file taxes in 2016 you will need to get a "Verification of Non-filing Letter" from the IRS by filling out the Form 4506-T and checking box 7. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000	Yes

Student's Name: _____ ID: _____

D. Parent's Income Information To Be Verified

Instructions: *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

Check the box (only one) that applies:

- The student's parent **HAVE FILED A 2016 AN AMENDED FEDERAL TAX RETURN**, you must provide:
 - A signed copy of the original 2016 income tax return that was filed or a 2016 tax return transcript; **and**
 - A signed copy of the 2016 IRS Form 1040X, "Amended US Individual Income Tax Return," that was filed including W2's.
- The student's parent **HAVE FILED A 2016 FEDERAL TAX RETURN** but was the victim of identity theft you must obtain a Tax Return Data Base View (TRDBV) for the 2016 tax year by calling IRS at 1-800-908-4490; **and** you must submit IRS Form I-4039 "Identity Theft Affidavit" **and/or** a police report filed by the tax filer.
- The student's parent **HAVE FILED A 2016 NON-IRS INCOME TAX RETURN** with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign county, must provide a signed copy of that 2016 income tax return(s) including W2's.
- The student's parent **FILED A 2016 FEDERAL TAX RETURN** and used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student's parent **FILED A 2016 FEDERAL TAX RETURN** but is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2016 IRS tax return transcript(s) and W2's** (not photocopies of the income tax return). *To obtain an IRS tax return transcript, go to www.irs.gov and click "Get a tax transcript" under Tools. You will have the option of choosing "Get Transcript ONLINE" or Get Transcript by MAIL." You may also call the IRS at 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.*
- The parent(s) **DID NOT FILE A 2016 FEDERAL TAX RETURN** and was not employed and had no income earned from work in 2016. A low income form must be completed and attached to the verification worksheet. If you did not file taxes in 2016 you will need to get a "Verification of Non-filing Letter" from the IRS by filling out the Form 4506-T and checking box 7.
- The parent(s) **DID NOT FILE A 2016 FEDERAL TAX RETURN** but was employed in 2016 and has listed below the names of all the parent's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the parent(s) by employer(s). If you did not file taxes in 2016 you will need to get a "Verification of Non-filing Letter" from the IRS by filling out the Form 4506-T and checking box 7. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000</i>	<i>Yes</i>

E. Certification and Signatures - By signing below, you certify that the information reported is complete and correct.

Student's Signature

Date

Parent's Signature

Date

WE DO NOT ACCEPT FAXED COPIES

Please submit all documents to:

South Florida State College ~ Financial Aid Office, Bldg. B ~ 600 W. College Drive ~ Avon Park, FL 33825