

## 2018-2019 Verification Worksheet - Dependent

### Directions:

# VI

Your FAFSA form was selected by the U.S. Dept. of Education for review in a process called "verification". In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your FAFSA form with the information provided on this form and with a Tax Return Transcript of you and your parents 2016 federal tax forms. If there are differences between your FAFSA form and the documents you've submitted, corrections may be needed. **We cannot process your financial aid until verification has been completed.**

What you should do:

1. Collect your (and your parents') financial documents (Federal Tax Return Transcript, W-2(s), etc.).
2. Contact us if you have questions about this form.
3. Submit this completed worksheet, Tax Return Transcripts (if unable to use the IRS Data Retrieval Tool), and any other documents to our office.
4. Please make sure this form is completed and signed by student and a parent.

### Section A : Student Information (Please Print)

Last Name	First Name	M.I.	MU Student ID	Date of Birth
Address (include apt. #)		City	State	Zip
Email address			Contact Phone Number (include area code)	
Drivers License #			Drivers License State	
Check if student will be on campus <input type="checkbox"/> or off campus <input type="checkbox"/>				

### Section B : Family Information

**Dependent Student's Family Information**

Number of Household Members: List below the people in your parents household. Include:

- The student.
- The parents even if the student doesn't live with the parents, including step-parent that lives in household.
- The parents' other children if the parents will provide more than half of the children's 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 the other person's support and will continue to provide more than half of their support through June 30, 2019.
- Also include information about any household member, **EXCLUDING THE PARENTS**, who is, or will be enrolled in college 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/University	Will be Enrolled at Least Half Time: Yes or No
Example: Missy Jones	18	sister	Sample University	Yes
		student	Methodist University	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**SECTION C COMPLETE IF STUDENT / PARENTS HAVE FILED FEDERAL TAX RETURN (2016)****SECTION D COMPLETE IF STUDENT / PARENTS HAVE UNUSUAL FILING CIRCUMSTANCES (2016)****SECTION E COMPLETE IF STUDENT / PARENTS DID NOT FILE FEDERAL TAX RETURN (2016)****Section C : TAX RETURN FILERS ONLY**

**Important Note:** The instructions below apply to each parent included in the household. Notify the Office of Financial Aid 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 student /parents 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.

In most cases, for electronic tax return filers, 2016 IRS income tax return information for the IRS DRT is available within 2-3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

**Check the box that applies:**

- STUDENT** has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- 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 once the 2016 IRS income tax return has been filed.
- 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(s).
- PARENT 1** has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- PARENT 1** 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 once the 2016 IRS income tax return has been filed.
- PARENT 1** 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(s).
- PARENT 2** has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- PARENT 2** 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 once the 2016 IRS income tax return has been filed.
- PARENT 2** 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(s).

**IF UNABLE TO USE DATA RETRIEVAL TOOL OPTION:**

- Get Transcript by MAIL – Go to HYPERLINK <https://www.irs.gov>, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to HYPERLINK <https://www.irs.gov>, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

**If the parents filed separate 2016 IRS income tax returns, 2016 IRS Tax Return Transcripts must be provided for each.****Check the box that applies:**

- Check here if a 2016 IRS Tax Return Transcript(s) is provided for the **PARENT 1**.
- Check here if a 2016 IRS Tax Return Transcript(s) will be submitted to the school by \_\_\_\_\_ (date) for the **PARENT 1**
- Check here if a 2016 IRS Tax Return Transcript(s) is provided for the **PARENT 2**.
- Check here if a 2016 IRS Tax Return Transcript(s) will be submitted to the school by \_\_\_\_\_ (date) for the **PARENT 2**

*Continued on page 3*

## Section D: Verification of 2016 Income Information for Individuals with Unusual Circumstances

### Individuals Granted a Filing Extension by the IRS for 2016

Check the box that applies:

- Student  
 Parent 1  
 Parent 2

An individual who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016  
**and,**
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

### Individuals Who Filed an Amended IRS Income Tax Return for 2016

Check the box that applies:

- Student  
 Parent 1  
 Parent 2

An individual who filed an amended IRS income tax return for tax year 2016 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.

### Individuals Who Were Victims of IRS Tax-Related Identity Theft for 2016

Check the box that applies:

- Student  
 Parent 1  
 Parent 2

An individual who was the victim of IRS tax-related identity theft for 2016 must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

*Continued on page 4*

## Section D: Verification of 2016 Income Information for Individuals with Unusual Circumstances (continued)

### Individuals Who Filed Non-IRS Income Tax Returns for 2016

Check the box that applies:

- Student  
 Parent 1  
 Parent 2

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information for 2016.
- A tax filer who filed a 2016 income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

### Income Information for Non-IRS Nontax Filers for 2016

Residents of the Freely Associated States (Republic of the Marshall Islands, the Republic of Palau, the Federated States of Micronesia), and a U.S. territory or commonwealth or a foreign central government who are not required to file an income tax return under that taxing authority's rules must submit:

- a copy of their Wage and Tax Statement (or equivalent documentation) for each source of employment Income **and**
- a signed statement identifying all of the individual's income and taxes

### Individuals - (Tax Filer/Non Tax Filers) whom 2016 Tax Information cannot be located by the IRS

Check the box that applies:

- Student  
 Parent 1  
 Parent 2

An individual who did not retain a copy of his or her 2016 tax account information and for whom that information cannot be located by the IRS (or other relevant taxing authority) must submit to the institution:

- \* Copies of all of their IRS Form W-2s, a wage and income transcript, or an equivalent document;
- \* Documentation from the IRS or other relevant taxing authority that indicates the individual's 2016 tax account information cannot be located; **and**
- \* A signed statement that indicates that the individual did not retain a copy of his or her 2016 tax account information.

**NON TAX FILERS** proceed to **Section E** on page 5

*Continued on page 5*

**Section E: NON TAX RETURN FILERS ONLY FOR 2016**

Complete this section if the student / parents will not file and are **not required** to file a 2016 income tax return with the IRS. Student/ Parents may be required to provide the school with a copy of the IRS form 4506 T. According to the IRS, a response to the request for a "Verification of Non filing" for the 2016 tax year will not be issued until after June 15, 2016.

**Check the box that applies:**

- STUDENT was not** employed and had no income earned from work in 2016.
- STUDENT 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 for non filers only.**  
 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 MU ID number at the top.

Name	Employer's Name	2016 Earnings	IRS W-2 Attached?
<i>Example: Tom Smith</i>	<i>Example: ABC Company</i>	<i>\$1,280</i>	<i>Yes</i>

- PARENT 1 was not** employed and had no income earned from work in 2016.
- PARENT 1 was employed** in 2016 and has listed below the names of all parent 1 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 parent 1 by all employers for non filers only.**  
 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 students name and MU ID number at the top.

Name	Employer's Name	2016 Earnings	IRS W-2 Attached?
<i>Example: Tom Smith</i>	<i>Example: ABC Company</i>	<i>\$1,280</i>	<i>Yes</i>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- \_\_\_\_ Check here if confirmation of nonfiling is provided.
- \_\_\_\_ Check here if confirmation of nonfiling will be provided later.

- PARENT 2 was not** employed and had no income earned from work in 2016.
- PARENT 2 was employed** in 2016 and has listed below the names of all parent 2 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 parent 2 by employers for non filers only.**  
 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 MU ID number at the top.

Name	Employer's Name	2016 Earnings	IRS W-2 Attached?
<i>Example: Tom Smith</i>	<i>Example: ABC Company</i>	<i>\$1,280</i>	<i>Yes</i>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- \_\_\_\_ Check here if confirmation of nonfiling is provided.
- \_\_\_\_ Check here if confirmation of nonfiling will be provided later.

## Section F: Certification and Signatures

- 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 below.
- By signing this form, I (we) also understand that this information may require Methodist University to make changes to the originally reported FAFSA data that resulted from the verification process.

**Warning: If you purposely give false or misleading information you may be fined, sent to prison, or both.**

**Please complete this worksheet, both student and parent must sign**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**You should make a copy of the worksheet for your records.**

**Do not mail this worksheet to the U.S. Department of Education.**

**Submit this worksheet to:**  
**Methodist University**  
**Office of Financial Aid**  
**5400 Ramsey Street**  
**Fayetteville, N.C. 28311-1498**



**METHODIST  
UNIVERSITY**

[ Engage. Enrich. Empower. ]