



2018-19 VERIFICATION WORKSHEET FOR DEPENDENT STUDENTS

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.

A. Demographic Information

Student's Last Name	First Name	M.I.	Student's Social Security # or CWID
Street Address, Including Apartment #			Student's Date of Birth
City	State	Zip Code	Student's E-mail Address
()		()	
Student's Home Phone Number		Student's Cell Phone or Alternate Number	

B. Household Members and Number in College

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).
- 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	Name of College Currently Attending	Enrolled at Least Half Time (Yes/No?)
		<i>Self</i>	<i>Mercy College</i>	

C. Verification of 2016 IRS Income Tax Information for Student Tax Filers

1. **TAX RETURN FILERS** **Important Note:** If the student filed, or will file, an amended 2016 IRS tax return, the student must contact the Office of Enrollment Services at (877) MERCY-GO for additional instructions before completing this section.

Instructions: Complete this section if the student, filed or will file a 2016 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web.* In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic 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 6-8 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:

- 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 once the 2016 IRS income tax return has been filed.
- 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. (signature not required on transcript)
 - 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.

To obtain a 2016 IRS Tax Return Transcript, go to www.irs.gov and click on “**Get Your Tax Record**” or call 1-800-908-9946. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS.

In most cases, for electronic filers, a 2016 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2016 IRS tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS Tax Return Transcript may be requested within 6-8 weeks after the 2016 paper IRS tax return has been received by 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:

- 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 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. *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	2016 Amount Earned	IRS W-2 Attached?

You must 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.

D. Verification of 2016 IRS Income Tax Information for Parent Tax Filers

Note: If two parents were reported in Section B of this worksheet, the instructions below refer and apply to both parents.

- 1. TAX RETURN FILERS** **Important Note:** If the parents filed, or will file, an amended 2016 IRS tax return, the parent must contact the Enrollment Services Office at (877) MERCY-GO for additional instructions before completing this section.

Instructions: Complete this section if the parents filed or will file a 2016 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web.* In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic 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 6-8 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:

- 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 once the 2016 IRS income tax return has been filed.
- 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). (signature not required on transcript)
 - 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.

To obtain a 2016 IRS Tax Return Transcript, go to www.irs.gov and click on “**Get Your Tax Record**” or call 1-800-908-9946. Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript.” Use the Social Security Number and date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS. In most cases, for electronic filers, a 2016 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2016 IRS tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS Tax Return Transcript may be requested within 6-8 weeks after the 2016 paper IRS tax return has been received by 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.

Check the box that applies:

- Neither parent was employed and had no income earned from work 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 attached. Attach copies of all 2016 IRS W-2 forms issued to the parents by employers. *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	2016 Amount Earned	IRS W-2 Attached?

You must 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.

E. Information for Individuals with Unusual Circumstances

Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2016 IRS 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 OR, if self-employed, a signed statement certifying the amount of the Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

Individuals Who Filed an Amended IRS Income Tax Return

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

An individual who was the victim of IRS tax-related identity theft 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.

Individuals Who Filed Non-IRS Income Tax Returns

- 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. 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.
- A tax filer who filed an 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.

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent 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 Name (PRINT)

Student's Signature

Date

Parent's Signature

Date

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

Submit it directly to the Office of Enrollment Services. Make a copy of this worksheet for your records.