

**2017-2018 VERIFICATION WORKSHEET**

**DEPENDENT STUDENT**

*Your 2017–2018 financial aid application was selected for review in a process called verification. Averett University is required by federal law to compare your application with information on this worksheet and with your 2015 federal tax transcript. Once completed, necessary corrections will be submitted to the Central Processing System and you will receive an amended Student Aid Report (SAR) including adjustments to your Expected Family Contribution (EFC). You and at least one parent must complete and sign this worksheet, attach any required documents, and submit this form and other required documents to the Student Financial Services Office.*

**INSTRUCTIONS**

1. Complete all sections of this worksheet **in full**.

2. If you or your parent(s) have filed a 2015 Federal Income Tax Return with the IRS:

Log on to fafsa.gov and use the IRS Data Retrieval Tool to transfer your 2015 tax information to your 2017 - 2018 FAFSA.

3. If you or your parents were not required to file a 2015 Federal Income Tax Return with the IRS:

Attach a signed copy of your **2015 IRS Verification of Non-filing Letter** with the student name and AU Student ID # on it. You may obtain this Non-filing Letter at [**www.irs.gov**](http://www.irs.gov) **website or 1-800-908-9946.**

4. Requested documents **must** be submitted within 14 days of the initial request to be considered for all available financial aid.

5. Please return all documents requested to our office via fax to **(434) 791-5647**, email **to finaid@averett.edu** or mail to **Averett University, Student Financial Services, 420 West Main St., Danville, VA 24541.**

**Section A – Student Information *(Please type information inside the boxes provided.)***

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Last Name, First Name MI Student ID # Social Security #

 

Address (include apt. no.) Birthdate

 

City, State, Zip Code Student’s Phone # Parent’s Phone #

 

Student’s Email Address Parent’s Email Address

**Section B – Family Information**

|  |  |
| --- | --- |
| **Full Name** | **Age** |
| Type the names of the people in your parent(s)’ household in the chart below:  1. Include **yourself.**  2. Include **your parent(s):**   * *If your parents are divorced*, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided *more than half* of your support during the last twelve months. * *If your parent is remarried,* include step-parent. * *If your parents are unmarried but live together,* list Parent #1 and Parent #2.   3. Include your **parent(s)’ other children**, if your parents provide *more than half* of their support between July 1, 2017 and June 30, 2018 or if the children would be required to provide parental information if they were completing a 2017-18 FAFSA.  4. Include **other dependents**, if they now live with your parent(s) and your parent(s) will continue to provide *more than half* of their support through June 30, 2018. | Type the age of each family member in the chart below |
| **Relationship** |
| Type the relationship of each family member to the student in the chart below. |
| **College** |
| Type the name of the **college** for any  household member (excluding parents) who will be enrolled in a degree, diploma, or certificate program and ***at least half-time***any time between July 1, 2017 and June 30, 2018. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Age** | **Relationship** | **College/University** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***EXAMPLE: Jane Doe*** | ***18*** | ***Sister*** | ***Central University*** |
| **SELF** | | | **AVERETT UNIVERSITY** |

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If more space is required, attach a separate page.

**ANSWER ALL QUESTIONS. INCOMPLETE FORMS WILL BE RETURNED**

**Section C – Dependent Student’s Information (all applicants)** Student Name: ****

**1. Check the box that applies:**

1. I filed/will file a 2015 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
2. I was not employed, did not have income and am not required to file a 2015 Federal IRS Tax Return.

* **Submit a 2015 IRS Verification of Non-filing Letter.** A free IRS Verification of Non-Filing Letter can be obtained from the IRS. You may obtain this Non-filing Letter at [**www.irs.gov**](http://www.irs.gov) **website or 1-800-908-9946.**

1. I was employed and had income, but am not required to file a 2015 Federal IRS Tax Return:

* **Complete the chart below**: list employer(s) (include Averett) and the amount that was earned in 2015
* **Attach copies of all 2015 W-2 and 1099 Forms.**
* **Submit a 2015 IRS Verification of Non-filing Letter.** A free IRS Verification of Non-Filing Letter can be obtained from the IRS. You may obtain this Non-filing Letter at [**www.irs.gov**](http://www.irs.gov) **website or 1-800-908-9946**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ONLY IF BOX c.) ABOVE IS CHECKED COMPLETE CHART** | Non-Tax Filers with 2015 earnings are federally required to submit a copy of W-2(s) from each employer to Averett Central with this form. | | | |
| **Name of Employer** | **Amount Earned in 2015** | **2015 W-2 and 1099 Forms received from employer?** | **2015 W-2 and 1099 Forms attached to this Form?** |

** $  Yes  No  Yes**

** $  Yes  No  Yes**

** $  Yes  No  Yes**

\*If more space is required, attach a separate page. Note: If you lost or never received a W-2, contact

your employer to request a copy to provide with this form.

**D. Parent(s)’ Information**

**1. Check the box that applies:**

1. I filed/will file a 2015 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
2. I was not employed, did not have income and am not required to file a 2015 Federal IRS Tax Return.

* **Submit a 2015 IRS Verification of Non-filing Letter.** A free IRS Verification of Non-Filing Letter can be obtained from the IRS. You may obtain this Non-filing Letter at [**www.irs.gov**](http://www.irs.gov) **website or 1-800-908-9946.**

1. I was employed and had income, but am not required to file a 2015 Federal IRS Tax Return:

* **Complete the chart below**: list employer(s) and the amount that was earned in 2015
* **Attach copies of all 2015 W-2 and 1099 Forms.**
* **Submit a 2015 IRS Verification of Non-filing Letter.** A free IRS Verification of Non-Filing Letter can be obtained from the IRS. You may obtain this Non-filing Letter at [**www.irs.gov**](http://www.irs.gov) **website or 1-800-908-9946.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ONLY IF BOX c.) ABOVE IS CHECKED COMPLETE CHART** | Non-Tax Filers with 2015 earnings are federally required to submit a copy of W-2(s) from each employer to Averett Central with this form. | | | |
| **Name of Employer** | **Amount Earned in 2015** | **2015 W-2 and 1099 Forms received from employer?** | **2015 W-2 and 1099 Forms attached to this Form?** |

** $  Yes  No  Yes**

** $  Yes  No  Yes**

\*If more space is required, attach a separate page. Note: If you lost or never received a W-2, contact

your employer to request a copy to provide with this form.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

**E. Signature. Manually sign with a pen. Forms with digital/electronic/typed signatures will be returned.**

Each person signing certifies that all the information reported is complete and correct. The student and at least one parent whose information was reported on the 2017-2018 FAFSA must sign and date this worksheet.

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**Type Student’s Name/ Student ID #**  ***Student’s Signature* Date**

**\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Type Parent’s Name Parent’*s Signature*  Date**

**AU ▪ Student Financial Services ▪ 420 West Main St Danville, VA 24541 ▪ 1-800-AVERETT ▪ FAX: 434-791-5647 ▪** [**finaid@averett.edu**](mailto:finaid@averett.edu)