**2018-2019 VERIFICATION WORKSHEET**

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AU -Student Financial Services

420 West Main Street

Danville, VA 24541

Phone: 800-AVERETT

Fax: 434-791-5647

Independent

V1

**INSTRUCTIONS**

1. If you did not use the IRS Data Retrieval Tool on your FAFSA, you must submit a 2016 tax return transcript from the IRS. **Per federal regulations, a copy of your federal tax return is no longer acceptable.**

2. Complete all sections of the worksheet and provide the required signature(s).

3. Talk to your financial aid administrator if you have questions about completing this worksheet.

4. Deliver, mail, or fax the completed worksheet, tax return transcript, and any other documents to the Student Financial Services Office as soon as possible in order for your financial aid to be processed

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

 P000 

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**

|  |
| --- |
|  List the people in your household, including: * yourself and your spouse if you have one, and
* your children, if you will provide more than half of their support from July 1, 2018 - June 30, 2019, even if they do not live with you, and;
* other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member who will be attending **at least half time** between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page. |
| **Full Name** | **Age** | **Relationship** | **College** |
|  |  | **Self** | **Averett University** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***\*\*NOTE: Tax filers must attach a copy of their IRS Federal 2016 tax return transcript if they did not use the IRS Data Retrieval Tool available on the FAFSA. To obtain a copy of your IRS Tax Return Transcript, go to*** [***http://www.irs.gov/Individuals/Get-Transcript***](http://www.irs.gov/Individuals/Get-Transcript) ***or call 1-800-908-9946.***

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID #: P000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Independent V1**

**C.) Student’s Tax Forms and Income Information**

1. Did you file a 2016 Federal Tax Return?

[ ]  Yes, I filed a 2016 Federal Tax Return and I used the IRS Data Retrieval Tool. *(skip to section D)*

[ ]  Yes, I filed a 2016 Federal Tax Return and I am attaching a copy of my tax return transcript. *(skip to section D)*

[ ]  No, I did not file and was not required to file a 2016 Federal Tax Return. *(If no, please answer questions 2 & 3.)*

2. TAX RETURN NON-FILERS – Complete this section if you will not file and are 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. Please complete the table below and attach copies of all W-2s. List every employer, even if the employer did not issue a W-2 form. (Attach another sheet if additional space is needed.)

|  |
| --- |
| **Income earned from work: Use the W-2 or other earnings statements (Non-tax filers only)** |
| **Employer(s) Name** | **2016 Amount Earned** | **W-2 Attached?** |
|  | $ |  |
|  | $ |  |

3. TAX RETURN NON-FILERS – 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 non-filing is provided.

[ ]  Check here if confirmation of non-filing will be provided later.

**D.) Spouse’s Tax Forms and Income Information (if applicable)**

1. Did your spouse file a 2016 Federal Tax Return?

[ ] Yes, my spouse filed a 2016 Federal Tax Return and used the IRS Data Retrieval Tool. *(skip to section E)*

[ ] Yes, my spouse filed a 2016 Federal Tax Return and is attaching a copy of the tax return transcript. *(skip to section E)*

[ ] No, my spouse did not file and was not required to file a 2016 Federal Tax Return. *(If no, please answer questions 2 & 3.)*

2. TAX RETURN NON-FILERS – Complete this section if your spouse will not file and is not required to file a 2016 income tax return with the IRS. Check the box that applies:

[ ] Spouse was not employed and had no income earned from work in 2016.

[ ] Spouse was employed in 2016. Please complete the table below and attach copies of all W-2s. List every employer, even if the employer did not issue a W-2 form. (Attach another sheet if additional space is needed.)

|  |
| --- |
| **Income earned from work: Use the W-2 or other earnings statements (Non-tax filers only)** |
| **Employer(s) Name** | **2016 Amount Earned** | **W-2 Attached?** |
|  | $ |  |
|  | $ |  |

3. TAX RETURN NON-FILERS – 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 non-filing is provided.

[ ] Check here if confirmation of non-filing will be provided later.

**E.) Sign this Worksheet**

Each person signing below certifies that all of the information reported is complete and correct. Each person also understands that if any of the information reported on this form is inconsistent with what has been reported on the FAFSA, additional documentation may be required.

 ***WARNING:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***If you purposely give false or*** Student’s Ink Signature *(No E-Sign or electronic signatures)* Date ***misleading information on this worksheet, you may be fined,***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***sent to prison, or both.***

Spouse’s Signature (Optional) Date