

2018-2019 Verification Worksheet

Independent Student – University of Dubuque – Standard (V1)

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 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 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. INDEPENDENT STUDENT’S INFORMATION

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s SSN
Student’s Street Address (include apt. #)			Student’s Date of Birth
City	State	Zip Code	Student’s E-Mail Address
Student’s Home Phone Number (include Area Code)			Student’s Alternative or Cell Phone Number

B. INDEPENDENT STUDENT’S FAMILY INFORMATION

WHO TO INCLUDE IN THIS SECTION:

- **Yourself.**
- Your spouse, if you are married
- Your children, if any, if you will provide more than half of their support from July 1, 2018 through June 30, 2019, or if the child would be required to provide your 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 you.
- 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 through June 30, 2019.

Include the name of the college for any household member 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 ATTENDING in 2018-2019	ENROLLED AT LEAST HALF TIME IN 2018-2019? Y/N
		(SELF)	University of Dubuque	

Student Name: _____ Student ID Number: _____

C. INDEPENDENT STUDENT’S INCOME INFORMATION to BE VERIFIED

Check the applicable box and then follow the corresponding instructions.

- STUDENT filed taxes in 2016. Complete Option A.
- STUDENT was not required to file taxes, but did earn wages from working in 2016. Complete Option B & C.
- STUDENT was not required to file taxes, was not employed, and had no income earned from work in 2016. Complete Option C.

OPTION A: 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 www.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.

If you are unable to use the IRS Data Retrieval Tool, then you must go to www.irs.gov and print an official IRS Tax Return Transcript. (**NOTE:** There is a Tax Account Transcript, but we cannot use that form.)

Check the box that applies:

- Used the Data Retrieval Tool (date used _____)
- Will use the Data Retrieval Tool
- IRS Tax Return Transcript is attached
- Will send IRS Tax Return Transcript later

OPTION B: Only complete this section if you did not file taxes. List all names of employers and the amount earned for each job. Attach the 2016 W2s supporting this information.

Employer’s Name	Student or Spouse’s Employer?	2016 Wages Earned	W2 Attached
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

OPTION C: Provide documentation such as a “Verification of Non-Filing Letter” 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. A “Verification of Non-Filing Letter” can be obtained at www.irs.gov.

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

D. CERTIFICATION AND SIGNATURES

I certify that all of the information reported on this worksheet is complete and correct. **The student must sign and date this worksheet. If married, the spouse’s signature is optional.** **NOTE:** If e-signing, simply type your name and last 4-digits of your social security number and return it to us via e-mail; otherwise, print this out, sign and date it, then either fax it or mail it back to us (fax/address listed below).

Student’s Signature	Last 4-digits of SS#	Date
Spouse’s Signature	Last 4-digits of SS#	Date

Submit this worksheet to:
University of Dubuque - Office of Financial Planning – Melissa Schmitt - 2000 University Ave. - Dubuque, IA 52001
Phone: (563)589-3169 FAX: (563)589-3690 Email: mschmitt@dbq.edu