



UNIVERSITY of Western States

2018-2019 Standard Verification Worksheet

Step 1: Student Information

Last Name First Name M.I.

Last 4 digits of Social Security Number

Street Address (include apt. no.)

Date of Birth

City State Zip Code

Step 2: Household Size

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you or your spouse will provide more than half of the children's support from July 1, 2018, through June 30, 2019, even if a child does not live with you.
- Other people if they now live with you and you or spouse provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2019.

Number in College: Include in the space below information about any household member who is, or will be, enrolled 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, and include the name of the college.

If more space is needed, provide a separate page with your name and SSN at the top.

Full Name	Age	Relationship	Current College or University
Missy Jones (example)	25	Spouse	Central University
		Self	University of Western States

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.

Student Name: _____ Last 4 digits of SSN: _____

Step 3: 2016 Income Information

TAX RETURN FILERS

Important Note: The instructions below apply to the student and spouse, (if applicable). Notify the financial aid office if the student or spouse (if applicable) 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 and spouse filed or will file a 2016 IRS income tax return(s). *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.* 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 by the FAFSA filer.

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.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**. *To obtain an IRS tax return transcript, go to www.irs.gov, under the tools heading, click "Get a tax transcript." you can then choose to "Get Transcript by MAIL" or "Get Transcript ONLINE" Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." You may also request by calling 1-800-908-9946 or filling out a paper request form-IRS Form 4506T-EZ or IRS Form 4506-T.*

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each.

- Check here if a **2016 IRS Tax Return Transcript(s)** is provided.

NONTAX FILERS

The instructions and certifications below apply to the student and spouse (if applicable). Complete this section if the student and spouse (if applicable) will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student and spouse (if applicable) were not employed and had no income earned from work in 2016.
- The student and/or spouse (if applicable) 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 or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student and/or spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	2016 Amount Earned	IRS W-2 Attached
Suzy's Auto Body Shop (example)	\$2,000	Yes

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. (See above instructions on how to obtain a **2016 IRS Tax Return Transcript**. For non-filers the IRS will show a confirmation of non-filing rather than a transcript).

- Check here if a **2016 IRS Confirmation of Non-Filing Letter** is provided.

Step 4: Certification and Signature

Signing below certifies that all of the information reported is complete and correct.

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

Student Signature (Required)

Date