



## 2018 – 2019 Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for a review procedure called verification. Submit this form with all requested documentation to the Office of Financial Aid. This information will be compared to the information on your FAFSA. If there are differences, your FAFSA information may be corrected. **Financial aid will not be disbursed until the verification process is complete.**

\_\_\_\_\_

Print Student's Name (Last, First, M.I.)

\_\_\_\_\_

Student ID #

**Tax Information—Use 2016 Taxes** We highly encourage you (and your spouse or parents) to use the IRS Data Retrieval Tool on your FAFSA to transfer Federal tax information directly from the IRS to your FAFSA. The best way to verify tax information is to use the IRS Data Retrieval Tool at [www.fafsa.gov](http://www.fafsa.gov). In a few steps, you may be able to view your tax return information and transfer it directly into your FAFSA.

**Check here if you used IRS Data Retrieval Tool when completing your FAFSA.**

If you choose not to use the IRS tool or if you are not eligible to use the IRS tool, you **MUST** submit an IRS Federal Tax Return Transcript (not an Account Transcript) for 2016. (We can no longer accept a copy of your tax return.) To request a free Federal Tax Return Transcript, you may:

1. Go to [irs.gov](http://irs.gov) to request your Tax Return Transcript online
2. Call 1-800-908-9946
3. Visit a IRS Office near you

### Family Information – Check One

You are considered Dependent if you were required to provide parental information on your FAFSA.

**Dependent**

List the people in your parents' household, excluding foster children. Include:

- Yourself, regardless of where you live,
- The parent(s) whose income you reported on the FAFSA (including step-parent),
- Your parent(s)' other children and other people IF your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019.

**Independent Student**

List the people in your household, excluding foster children. Include:

- Yourself,
- Your spouse, if married,
- Your children,
- Other people IF you or your spouse will provide more than half of their support from July 1, 2018 through June 30, 2019.

### Members in household:

Write your name and information on Line 1 then list the names and information of all other members of your household. If anyone listed will be enrolled at least half-time in a degree or certificate program between July 1, 2018 and June 30, 2019, please include the name of the college they will be attending.

	Full Name	Date of Birth	Relationship	Name of College
1			Self	Shorter University
2				
3				
4				
5				
6				

## Verification of Financial Information

Complete the sections below **ONLY IF** you (or your parents) did NOT transfer your 2016 tax information directly from the IRS to your FAFSA when completing your FAFSA online OR you (or your parents) made changes to the information transferred from the IRS.

### Student's Financial Information – Choose one

- Check here and attach your 2016 IRS Tax Return Transcript. (See page one for instructions.)
- Check here and provide **Verification of non-filing (Request using IRS Form 4506-T) – This document is proof from the IRS that you did not file a tax return for the year. Form can be ordered from: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> or by calling 1-800-908-9946** and list the following information if you will not file and were not required to file a 2016 Federal tax return. Independent students need to submit an Income Verification Worksheet found at <http://www.shorter.edu/financial-aid-forms/>

Employer's Name	2016 Amount Earned	IRS W-2 Attached?

### Parent's Financial Information (for DEPENDENT students only) – Choose one

- Check here and attach your parents' 2016 IRS Tax Return Transcript. (See page one for instructions.)
- Check here and provide **Verification of nonfiling (Request using IRS Form 4506-T) – This document is proof from the IRS that you did not file a tax return for the year. Form can be ordered from: <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> or by calling 1-800-908-9946** and list the following parental information if your parent(s) will not file and were not required to file a 2016 Federal tax return. Submit an Income Verification Worksheet found at <http://www.shorter.edu/financial-aid-forms/>

Employer's Name	2016 Amount Earned	IRS W-2 Attached?

### Signature(s)

By signing this Verification worksheet we certify that all information reported on it is complete and correct.  
(For dependent students, at least one parent must sign.)

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

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's Signature

\_\_\_\_\_

Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet along with all IRS Tax Return Transcripts (if required) as well as any other requested documents to: **Shorter University Office of Financial Aid, 315 Shorter Avenue, Rome, GA 30165, Fax: 706-233-7314.**