

2017-2018 VERIFICATION WORKSHEET

Your 2017-2018 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 must ask you to confirm the information you and your parents (if applicable) reported on your FAFSA. To verify that you provided correct information, we 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 and at least one parent (if dependent) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Ursuline College Office of Financial Aid. We may ask for additional information after this has been submitted. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

***Warning: This form will be rejected if it is incomplete or illegible...please complete carefully!**

STEP 1 – STUDENT INFORMATION – Please print clearly

 Last Name First Name Social Security Number or Student ID Number

 Permanent Address Street & Number City/State/Zip Date of Birth

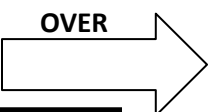
 Cell Phone Number (Include Area Code) Permanent Phone Number (Include Area Code)

STEP 2 – FAMILY INFORMATION – Check one and supply the complete information accordingly.

- Dependent Student:** List the people in your parents' household including:
- Yourself
 - Your parent(s) (including step-parents)
 - Your parent(s) other dependent children if a) your parent(s) will provide more than half of their support from July 1, 2017 through June 30, 2018, or b) the children would be required to provide parental information when applying for Federal Student Aid
 - Other people only if they now live in your parent household and your parents will provide more than half of their support from July 1, 2017 through June 30, 2018
 - For any household member, excluding parents, who 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, 2017, and June 30, 2018, include the name of the college.

- Independent Student:** List the people in your household including:
- Yourself
 - Your spouse (if you are married)
 - Your children if you will provide more than half of their support from July 1, 2017 through June 30, 2018
 - Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2017 through June 30, 2018
 - For any household member, who 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, 2017, and June 30, 2018, include the name of the college.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		



STEP 3 – DEPENDENT STUDENT OR INDEPENDENT STUDENT/SPOUSE (FILING JOINTLY) TAX FILING INFORMATION

Please check **one** box below that applies to the **student** or **student and spouse** (if filed taxes jointly).

<input type="checkbox"/>	The student (and spouse, if married) has used the IRS Data Retrieval Tool on the FAFSA . The IRS Data Retrieval Tool allows students to transfer their income information from the IRS directly to the FAFSA. If the student used this tool they will NOT need to submit 2015 IRS tax return transcripts.															
<input type="checkbox"/>	The student (and spouse, if married) is <u>unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA</u> , and the student will submit to the school a 2015 IRS Tax Return Transcript .															
<input type="checkbox"/>	<p>The student was employed in 2015 and did not file a tax return. Please list below the names of all the student’s employers and the amount earned from each employer in 2015. 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.</p> <table border="1" style="width:100%; border-collapse: collapse; margin-left: 40px;"> <thead> <tr> <th style="width:60%;">Employer’s Name</th> <th style="width:15%;">IRS W-2 Provided?</th> <th style="width:25%;">Annual Amount Earned in 2015</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td><i>(Example) ABC’s Auto Body Shop</i></td> <td style="text-align:center;">Yes</td> <td style="text-align:right;">\$4,500.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align:right;">Total Amount of Income Earned From Work</td> <td style="text-align:right;">\$</td> </tr> </tbody> </table> <p style="text-align:center; margin-left: 40px;">You must submit copies of each W-2 and a Verification of Nonfiling from the IRS. (see instructions)</p>	Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2015	<i>(Example) ABC’s Auto Body Shop</i>	Yes	\$4,500.00							Total Amount of Income Earned From Work		\$
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<input type="checkbox"/>	The student was unemployed and had no income earned from work in 2015. Student <u>must</u> submit a Verification of Nonfiling from the IRS .															

STEP 4 – DEPENDENT STUDENT’S PARENT(S) OR INDEPENDENT STUDENT’S SPOUSE (FILING SEPARATE) TAX FILING INFORMATION

Please check **one** box below that applies to the **PARENT(S)** or **STUDENT’S SPOUSE** (if filed taxes separately).

<input type="checkbox"/>	The parent(s) (or spouse, if married) have used the IRS Data Retrieval Tool on the FAFSA . The IRS Data Retrieval Tool allows students to transfer their income information from the IRS directly to the FAFSA. If the student used this tool they will NOT need to submit 2015 IRS tax return transcripts.															
<input type="checkbox"/>	The parent(s) (or spouse, if married) is <u>unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA</u> , and the parent(s)/spouse will submit to the school a 2015 IRS Tax Return Transcript .															
<input type="checkbox"/>	<p>The parent(s) or student’s spouse was employed in 2015 and did not file a tax return. Please list below the names of all the employers and the amount earned from each employer in 2015. 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.</p> <table border="1" style="width:100%; border-collapse: collapse; margin-left: 40px;"> <thead> <tr> <th style="width:60%;">Employer’s Name</th> <th style="width:15%;">IRS W-2 Provided?</th> <th style="width:25%;">Annual Amount Earned in 2015</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td><i>(Example) ABC’s Auto Body Shop</i></td> <td style="text-align:center;">Yes</td> <td style="text-align:right;">\$4,500.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align:right;">Total Amount of Income Earned From Work</td> <td style="text-align:right;">\$</td> </tr> </tbody> </table> <p style="text-align:center; margin-left: 40px;">You must submit copies of each W-2 and a Verification of Nonfiling from the IRS. (see instructions)</p>	Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2015	<i>(Example) ABC’s Auto Body Shop</i>	Yes	\$4,500.00							Total Amount of Income Earned From Work		\$
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Total Amount of Income Earned From Work		\$														
<input type="checkbox"/>	The parent(s) or student’s spouse was unemployed and had no income earned from work in 2015. Parent(s) or student’s spouse must submit a Verification of Nonfiling from the IRS .															

STEP 5 – CERTIFICATION: By signing this worksheet, I certify all the information reported is complete and correct:

Student Signature *Date* *Student ID Number*

Parent Signature (IF student is dependent) *Date* *Parent/Spouse Name (Please Print)*
Student Spouse Signature (Optional - IF Student is married)

Office of Financial Aid

Instructions: How to Provide Tax Information to Ursuline

Tax Filers: If you filed a federal income tax return, you must provide tax information directly from the IRS. You may do so using either Option 1 (if you qualify) or Option 2 listed below.

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Option #1: Electronically transfer data using the IRS Data Retrieval Tool in the FAFSA (preferred method)

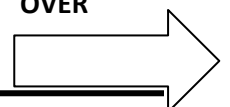
1. Sign in at www.fafsa.ed.gov
2. Select **Make a Correction**
3. Choose the **Financial Information** tab to access parent and student financial information sections. *(you will need to complete the IRS Data Retrieval under Student Financial Information and, if Dependent, Parent Financial Information.)*
4. The first question regarding tax filing status must be changed to **Already Completed**.
5. Review the boxes to see if any of the following circumstances apply; if not, select **None of the Above**.
 - You **cannot** use the IRS Data Retrieval Tool if any of the following apply:
 - Parents/student is married, but filed separate tax returns
 - Filed an amended tax return
 - Filed a Puerto Rican or foreign tax return
6. You will be presented with the option to link to the IRS.
 - If prompted, enter your FSA Username and Password. *(If you logged in to the FAFSA using your FSA Username and Password you will not be prompted to do it again.)*
 - Click **Link to IRS**
 - You will now be taken out of the FAFSA and into the **IRS website**
 - Fill in your address information (this must match exactly the address as it was used to file your 2015 tax return)
 - Select **Transfer My Tax Information into the FAFSA**
 - Next, click **Transfer Now** to complete the transfer of information.
7. Once back in the FAFSA, go to the bottom of the screen and click **Save**, then click **Next**
8. **IMPORTANT:** Once all information is transferred into the FAFSA, **SAVE AND SUBMIT** YOUR FAFSA. Make sure you receive a confirmation page of submission.

Option #2: Order a Tax Return Transcript from the IRS

You must use this option if you do not qualify to use Option 1 above, or if you do not wish to use Option 1. You must also use this option if the Financial Aid Office has specifically indicated to you that a tax return transcript is required.

1. Go to www.irs.gov
2. Under the section labeled **Tools**, click on **"Get a Tax Transcript"**
3. Be sure to order the **IRS Tax Return Transcript**, **not** the IRS Tax Account Transcript
4. **You will need:**
 - Social Security Number
 - Date of Birth
 - Address on file with IRS (normally this is the address you used when you filed your 2015 taxes)
5. It takes two to three weeks for IRS income information to be available for electronic IRS tax return filers, and eight to eleven weeks for paper IRS tax return filers.

****If parents filed separate tax returns, you will need each parent's individual IRS Tax Return Transcript**



Instructions: How to Provide Tax Information to Ursuline (continued)

Non-Taxfilers: If you **did not** file a federal income tax return, you must provide verification of non-filing directly from the IRS and submit W-2(s) You must do so using Option 3 listed below.
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Option #3: Provide Verification on Non-filing from IRS and submit W-2(s).

Non-Tax Filers who earned income must use Option #3 to request a Verification of Non-filing Letter from the IRS, free of charge, as well as submit copies of any/all W-2s to verify income earned.

Paper Request

1. Download the **IRS Form 4506T** at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>. (Or available in Student Services)
 2. Print form off and complete lines 1-4. On **line 7, check the box to indicate you would like to receive a Verification of Non-filing**, proof that you did not file a return for the year
 3. On line 9 indicate the ending date on the year or period. For 16-17 and 17-18 verification the date should be 12/31/2015.
 4. Mail or fax the form to the correct location based on where you live. (Use 2nd Page of 45067T to determine this address or fax number).
 5. The Verification Letter of Non-filing will be mailed to you within 10 business days. Once you receive it, forward to Ursuline College - Financial Aid Office.
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Other Special Circumstances:

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS income tax return for tax year 2015 must provide:

- A 2015 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2015 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Office of Financial Aid
