

Your 2020-2021 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 spouse (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 your spouse (if applicable) 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

Student Name (Last Name, First Name)

Student ID

**STEP 2 – STUDENT (*unmarried*) TAX FILING INFORMATION**

Please check **one** box below that applies to the **student**.

The student (unmarried) 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 2018 IRS tax return transcripts.

The student (unmarried) is unable or chooses not to use the IRS Data Retrieval Tool on the FAFSA, and the student will submit to the school a **2018 IRS Tax Return Transcript**.

The student was employed in 2018 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 2018. 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	IRS W-2 Provided?	Annual Amount Earned in 2018
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
<b>Total Amount of Income Earned from Work</b>		<b>\$</b>

**You must submit copies of each W-2 and a Verification of Non-Filing letter from the IRS.**

The student was unemployed and had no income earned from work in 2018. Student must submit a **Verification of Non-Filing for 2018 from the IRS**. This can be obtained by completing and sending a Form 4506-T, Request for Transcript of Tax Return, to the IRS.

**Office of Financial Aid**

## STEP 4 – STUDENT and SPOUSE TAX FILING INFORMATION

Please check **one** box below that applies to the **STUDENT and SPOUSE**

<input type="checkbox"/>	The student and spouse <b>have filed jointly and used the IRS Data Retrieval Tool on the FAFSA</b> . The IRS Data Retrieval Tool allows the student and spouse to transfer their income information ( <i>if filed jointly</i> ) from the IRS directly to the FAFSA. If the student and spouse used this tool they will NOT need to submit 2018 IRS tax return transcripts.																																	
<input type="checkbox"/>	The student and spouse <u>filed separately or chooses not to use the IRS Data Retrieval Tool on the FAFSA</u> , and the student and spouse will submit to the school a <b>2018 IRS Tax Return Transcript</b> .																																	
<input type="checkbox"/>	<p>The student and/or spouse was employed in 2018 and did <u>not</u> file a tax return. Please list below the names of all the employers and the amount earned from each employer in 2018. 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: 10px 0;"> <thead> <tr> <th style="width: 65%;">Employer's Name</th> <th style="width: 15%;">IRS W-2 Provided?</th> <th style="width: 20%;">Annual Amount Earned in 2018</th> </tr> </thead> <tbody> <tr> <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> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </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;"><b>Total Amount of Income Earned from Work</b></td> <td style="text-align: right;">\$</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">You must submit copies of each W-2 <u>and</u> a Verification of Non-Filing letter from the IRS.</p>	Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2018	<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00																									<b>Total Amount of Income Earned from Work</b>		\$
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## STEP 5 – CERTIFICATION

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

<i>Student Signature</i>	<i>Date</i>	<i>Student ID Number</i>
<i>Spouse Signature (optional)</i>	<i>Date</i>	<i>Spouse Name (Please Print)</i>

### Office of Financial Aid