

# DELAWARE VALLEY UNIVERSITY

## 2018–2019 Verification Worksheet Independent Student – V1

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for verification, a process in which the Financial Aid Office must obtain documentation to ensure accuracy of the information you submitted on your FAFSA. Information on the FAFSA will be compared with the required documents, including this worksheet. If there are differences, your FAFSA information may need to be electronically corrected. You (and, if married, your spouse) must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office **within 25 days** of receipt of this form. The Financial Aid Office may ask for additional information. If you have questions about verification, contact your financial aid counselor as soon as possible so that your financial aid will not be delayed.

### A. Independent Student's Information

Last Name	First Name	M.I.	Student ID#
Street Address (include apt.#)			Date of Birth
City	State	Zip Code	
(_____) _____ Home Phone Number		(_____) _____ Alternate or Cell Phone Number	
Email Address: _____			

### B. Number of Household Members and Number in College (Independent Student)

Number of Household Members: List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or 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 the student.
- Other people if they now live with the student and the student or spouse provides 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, include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	Delaware Valley University	
		<i>Spouse (if applicable)</i>		

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.

**C. Independent Student's Income Information to Be Verified**

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.

- STUDENT'S TAX FILING STATUS – Tax Year 2016** Have you filed or were you required to file a 2016 U.S. federal income tax return? **Check ONE:**
  - YES.** If you and your spouse (*if applicable*) filed separate 2016 IRS income tax returns you cannot use the Data Retrieval Tool and must provide **both 2016 IRS Tax Return Transcripts.** Continue to Step 2.
  - NO, but I and/or my spouse had some earnings from work in 2016.** Continue to Steps 3 & 4. List every employer even if the employer **DID NOT** issue an IRS W-2 Form. Please submit all W-2 and 1099 forms you and/or your spouse received.
  - NO. I and my spouse (if applicable) had no earnings from work.** Continue to Step 4.

**2. STUDENT TAX FILERS ONLY:** Complete this section if the student and spouse filed 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](http://FAFSA.gov).*

Check **ONE:**

- I and/or my spouse **have used** the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into my FAFSA.
- I and/or my spouse **will use** the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into my FAFSA.
- I and/or my spouse **did not** or **am unable to use** the IRS DRT in *FAFSA on the Web*, and instead have attached my **2016 IRS Tax Return Transcript.**

A **2016 IRS Tax Return Transcript** may be obtained through:

- **Online Request** – Go to <https://www.irs.gov/Individuals/Get-Transcript> and click "Get Transcript ONLINE" Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript".
- **Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

**3. STUDENT NONTAX FILERS ONLY – EARNINGS INFORMATION**

Complete this section **only if the student and spouse did not file** and **were not required to file** a 2016 U.S. federal income tax return. **Please submit to the Financial Aid Office copies of all 2016 W-2 and 1099 forms you received. List every employer even if the employer did not issue an IRS W-2 Form.**

Employer's Name	2016 Amount Earned	IRS W-2 Provided?
<i>(Example) ABC's Auto Body Shop</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned from Work	\$	

**4. Provide confirmation of nonfiling which can be obtained from the IRS using Form 4506-T**

**D. Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

**Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.  
You should make a copy of this worksheet for your records.**