



# Eastern West Virginia Community and Technical College Financial Aid Office 2019-2020 Verification Worksheet

Your 2019-2020 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 may ask you to confirm the information you and your parents (if you are a dependent student) 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. If you are a dependent student, at least one parent must sign this worksheet. Based on your answers on this worksheet we may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

## A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student ID#

## B. Household Information

### C. Dependent Student's Family Information from July 1, 2019-June 30, 2020

List below the people in your parent's household including yourself, parents (including stepparent), siblings, etc., even if everyone does not live in one house. List only those that your parents supply more than half of their support or if the other children would be required to supply parent information if they were completing a 2019-2020 FAFSA. Also indicate any household member (not including parents) that will be attending a college/university.

### Independent Student's Family Information from July 1, 2019-June 30, 2020

List below the people in your household including yourself, spouse, children, etc., even if everyone does not live in one house. List only those that you and/or your spouse supply more than half of their support. Also indicate any household member that will be attending a college/university.

Full Name	Age	Relationship	College Attending, if any	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Self</i>	<i>Eastern WV Community &amp; Technical</i>	<i>Yes</i>

## D. 2017 Tax Filers Only (If taxes were NOT filed, please skip to Section D.)

### \*Parent's Choice of Verifying Tax Information (for Dependent Students Only)

- IRS Data Retrieval Tool-connect and transfer tax info directly from the IRS via Parent Financial Information section on FAFSA
- 2017 Tax Return Transcript-request via [www.irs.gov](http://www.irs.gov)
- Filed Amended Tax Return- Submit an IRS Tax Return Transcript and a signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return"
- Victim of Identity Theft- Submit a Tax Return DataBase View (TRDBV) transcript from the IRS and a signed and dated statement indicating the IRS is aware of the tax-related identity theft

### \*Student's Choice of Verifying Tax Information

- IRS Data Retrieval Tool-connect and transfer tax info directly from IRS via Student Financial Information section on FAFSA
- 2017 Tax Return Transcript-request via [www.irs.gov](http://www.irs.gov)
- Filed Amended Tax Return- Submit an IRS Tax Return Transcript and a signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return"

- Victim of Identity Theft- Submit a Tax Return DataBase View (TRDBV) transcript from the IRS and a signed and dated statement indicating the IRS is aware of the tax-related identity theft

**Important Tax Filer Notes:**

**Tax Extensions:** If a filing extension has been granted by the IRS for 2017 Income Taxes, provide the following documents:

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2017;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2017; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2017 and, if self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.

**Taxes Filed in Puerto Rico, another US Territory, or Foreign Country:**

- If 2017 Taxes were filed in Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2017 income tax return(s).

**E. 2017 Non-Tax Filers Only **\*\***(If taxes were filed, please skip to Section E.)**

**\*Parent Income Information (for Dependent Students Only)**

- Neither of my parents were employed nor had income earned from work in 2017.
- One or both parents were employed in 2017 but were not required to file taxes. Below they listed the names of all employers, the amount earned from each employer in 2017, and if an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

**\*Student Income Information**

- Neither I nor my spouse (if married) were employed nor had income earned from work in 2017.
- I and/or my spouse (if married) were employed in 2017 but were not required to file taxes. Below I have listed the names of all employers, the amount earned from each employer in 2017, and if an IRS W-2 form is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Name	Employer’s Name	Income Received	W-2 Provided?
		\$	
		\$	
		\$	

**\*\*If the Student or Parents did NOT file a 2017 Tax Return they must provide a Verification of Non-Filing Letter from the IRS for 2017.** You obtain a Verification of Non-Filing Letter by using the IRS Form 4506-T (be sure to check box on line 7) or by using the Get Transcript Online option. You will not be able to use the “Get Transcript” by Mail, by telephone, or by using the 4506 form to request this letter. You must use form 4506-T or the online option.If you are unable to obtain verification of non-filing from the IRS you must document the attempt and we may accept a signed statement from the parent or student.

**F. By signing this worksheet, I certify that all of the information reported to qualify for federal student aid is complete and correct. WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION ON THIS WORKSHEET, YOU MAY BE FINED, SENTENCED TO JAIL, OR BOTH.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse’s Signature (If student is Independent and married)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature (For Dependent Students Only)

\_\_\_\_\_  
Date