



# 2018-2019 Verification Worksheet

## Federal Student Aid Programs

**DEPENDENT**

Your application was selected for review in a process called "Verification." In this process, Warner Pacific College will be comparing information from your FAFSA with signed copies of your and your parent(s)' 2016 Federal Tax Return Transcripts, W-2 forms & IRS Verification of Non-Filing (if not filing a tax return), or other financial documents. The law states we have the right to ask you for this information before awarding Federal aid. If there are differences between your FAFSA information and your financial documents, corrections will be made electronically by the college.

Complete this verification form and submit it to Warner Pacific College as soon as possible so that your financial aid won't be delayed. If you require assistance, please contact your financial aid counselor.

### What you should do

1. Go to [www.fafsa.gov](http://www.fafsa.gov) and utilize the IRS Data Retrieval Tool if eligible. If not eligible, collect your and your parent(s)' financial documents (IRS Tax Return Transcripts, W-2, etc.)
2. Complete and sign this worksheet – you and at least one FAFSA parent.
3. Submit the completed worksheet and other documents requested to your financial aid counselor (Refer to the enclosed letter).
4. Warner Pacific College will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. Corrections may be made by the College.
5. Warner Pacific College may require additional documentation if there is reason to believe that the information provided is inaccurate.

**A. STUDENT INFORMATION** **PLEASE PRINT LEGIBLY**

Last Name	First Name	M.I.	Social Security Number	Date of Birth
Mailing Address (include apartment number)			Phone Number (include area code)	
City	State	Zip Code	Email address (preferred contact method)	

**B. FAMILY INFORMATION**

List the people in your FAFSA parent(s)' household including:

- **yourself and your FAFSA parent(s) (including stepparent) even if you don't live with your FAFSA parent(s), and**
- your FAFSA parents' other children, even if they don't live with your parent(s), if (a) your parents will provide more than half of their support from July 1, 2018 through June 30, 2019, or (b) the child(ren) would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, and
- other people if they live with your FAFSA parent(s) now, and your parent(s) provide 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.

**Write the names of ALL household members in the space(s) below.** Also write the name of the college for any household member, excluding your parent(s), who will be attending college at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College Attending	Will be Enrolled at Least Half Time (Yes or No)
Missy Jones (example)	18	Sister	Central College	Yes
		Self	Warner Pacific College	
		Parent	N/A	No

## ABOUT THE IRS DATA RETRIEVAL TOOL/IRS LINK:

The Department of Education is encouraging all FAFSA filers to use the IRS Data Retrieval Tool to complete the tax return information on the 2018-2019 FAFSA. The IRS Data Retrieval Tool is available for those who qualify at [www.fafsa.gov](http://www.fafsa.gov) about two weeks after electronically filing your 2016 tax return or eight weeks if filing by paper.

**The IRS Data Retrieval Tool cannot be used if any of the following apply. You must submit an IRS Tax Return Transcript to our office instead:**

1. Individual filed a joint tax return but now is separated, divorced, widowed or married to another individual.
2. Individual is now married but filed a separate tax return from their spouse.
3. Individual used the IRS Data Retrieval Tool, but needed to change the information.
4. Parents are not married, but living together (both parents must submit a Tax Return Transcript).
5. Parents do not have social security numbers (used Tax Payer ID Number [TIN]).
6. Individual filed a Non-IRS Tax Return (Foreign or Territory). *Submit a copy of that tax form signed by the tax payer.*
7. Individual was granted a filing extension from the IRS. *Submit a copy of your IRS Form 4868, Letter of Approved Extension beyond the automatic six-months, Verification of Non-Filing Letter from the IRS, and all W2s received and/or a profit and loss statement (if self-employed).*
8. Individual amended their tax return (1040X) after initially filing. *Submit a signed copy of your 1040X form and a signed copy of your IRS Tax Return Transcript.*
9. Individual did not file a tax return. *Submit a Verification of Non-Filing from the IRS, request this using IRS Form 4506-T available at [www.irs.gov](http://www.irs.gov).*

If you utilize the IRS Data Retrieval Tool, and do not make any changes to the information, Tax Return Transcripts are not required. **If you cannot use the IRS Data Retrieval Tool and filed a tax return, you must submit an IRS Tax Return Transcript.** IRS Tax Return Transcripts can be requested from the IRS online at [www.irs.gov](http://www.irs.gov) or by calling (800)908-9946.

## C. STUDENT'S TAX AND INCOME INFORMATION (ALL APPLICANTS):

Check only one box below.

**If you filed a 2016 Federal Tax Return:**

- Check here if you will use/used the IRS Data retrieval tool at [www.fafsa.gov](http://www.fafsa.gov) and will not/did not make any changes to the information.
- Check here if you are attaching a **signed copy of your IRS Tax Return Transcript**.
- Check here if a signed IRS Tax Return Transcript **will be submitted** to the school by \_\_\_\_\_ (date).

**If you did not and will not file a 2016 Federal Tax Return:**

- Check here if you **were not employed and had no income earned** from work in 2016.
- Check here if you **were employed in 2016, but will not file** and are not required to file a 2016 U.S. Income Tax Return. Complete the box below (attach a separate sheet of paper if needed) and submit copies of all W2's to the financial aid office. Request a duplicate W2 from your employer if you need a copy.

Student's Sources of Income from Work (Employer's Name)	IRS W-2 Provided?	Annual Amount Earned in 2016
		\$
		\$

## D. PARENT(S)' TAX AND INCOME INFORMATION:

Check only one box below.

**If your parent(s) filed a 2016 Federal Tax Return:**

- Check here if your parent(s)' will use/used the IRS Data retrieval tool at [www.fafsa.gov](http://www.fafsa.gov) and will not/did not make any changes to the information.
- Check here if your parent(s)' are attaching a **signed copy of the IRS Tax Return Transcript**.
- Check here if a signed IRS Tax Return Transcript **will be submitted** to the school by \_\_\_\_\_ (date).

**If your parent(s) did not and will not file a 2016 Federal Tax Return:**

- Check here if your parent(s)' **were not employed and had no income earned** from work in 2016. *Submit a Verification of Non-Filing from the IRS.*
- Check here if your parent(s)' **were employed in 2016, but will not file** and are not required to file a 2016 U.S. Income Tax Return. Complete the box below (attach a separate sheet of paper if needed) and submit copies of all W2's to the financial aid office. Request a duplicate W2 from your employer if you need a copy. *Submit a Verification of Non-Filing from the IRS.*

Parent(s)' Sources of Income from Work (Employer's Name)	IRS W-2 Provided?	Annual Amount Earned in 2016
		\$
		\$

## E. REQUIRED SIGNATURES ON THIS WORKSHEET

Each person signing this form certifies that all the information reported is complete and correct.

**The student and at least one parent must sign and date.**

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

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