



2018-2019 Verification Worksheet

Federal Student Aid Programs

INDEPENDENT

Your application was selected for review in a process called "Verification." In this process, Warner Pacific University will be comparing information from your FAFSA with signed copies of your (and your spouse's, if you are married) 2016 Federal Tax Return Transcripts, W-2 forms & 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 university.

Complete this verification form and submit it to Warner Pacific University 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 and utilize the IRS data retrieval tool if eligible. If not eligible, collect your (and your spouse's) financial documents (IRS Tax Return Transcripts, W-2, etc.)
2. Complete and sign this worksheet.
3. Submit the completed worksheet and other documents requested to your financial aid counselor (Refer to the enclosed letter).
4. Warner Pacific University will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. Corrections may be made by the University.
5. Warner Pacific University 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 household including:

- **Yourself and your spouse if applicable**, and
- Your or your spouse's children, if you or your spouse will provide more than half of the child(ren)'s support from July 1, 2018 through June 30, 2019, even if a child does not live with you, and
- other people if they live with you now, and you or your 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.

Write the names of ALL household members in the space(s) below. Also write the name of the university for any household member who will be attending university 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	University	Will be Enrolled at Least Half Time (Yes or No)
Missy Jones (example)	18	Sister	Central University	Yes
		Self	Warner Pacific University	

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 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 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. Individual filed a Non-IRS Tax Return (Foreign or Territory). *Submit a copy of that tax form signed by the tax payer.*
5. 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).*
6. 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.*
7. 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.*

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 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 and will not/did not make any changes to the information.
- Check here if you are attaching a **signed copy of your Tax Return Transcript**.
- Check here if a signed 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. *Submit a Verification of Non-Filing from the IRS.*
- 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 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.*

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

D. SPOUSE'S TAX AND INCOME INFORMATION (IF STUDENT IS MARRIED):

Check only one box below:

If your spouse filed a 2016 Federal Tax Return:

- Check here if you & your spouse filed jointly and will use/used the **IRS Data retrieval tool** at 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 spouse's Tax Return Transcript**.
- Check here if a signed Tax Return Transcript **will be submitted** to the school by _____ (date).

If your spouse did not and will not file a 2016 Federal Tax Return:

- Check here if your spouse **was not employed and had no income earned** from work in 2016. *Submit a Verification of Non-Filing from the IRS.*
- Check here if your spouse **was employed in 2016, but will not file** and is not required to file a 2016 U.S. Income Tax Return. Complete the box below 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.*

Spouse'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 must sign and date. If married, spouse's signature is optional.

Student _____

Date _____

Spouse _____

Date _____

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