

2018-2019 Independent Verification Worksheet

Your 2018-2019 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Independent 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's Alternate or Cell Phone Number |

B. Independent Student's Family Information

Please list below the people in your household, including:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the child would be required to provide your information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.
- Do Not includes any people who live with you but support themselves with their own income, even if they share some expenses.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with your name and Social Security Number at the top.*

| Full Name | Age | Relationship | College | Will be Enrolled at Least Half Time |
|-----------------------------|-----|--------------|---------------------------|-------------------------------------|
| <i>Marty Jones(example)</i> | 28 | <i>Wife</i> | <i>Central University</i> | <i>Yes</i> |
| | | <i>Self</i> | <i>Sofia University</i> | |
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Student's Name _____ Student's SSN _____

C. Independent Student's Income Information to Be Verified

1. TAX RETURN FILERS—**Important Note:** If you (or your spouse, if married) filed, or will file, an amended 2017 IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, filed or will file a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse's) 2017 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *Your school will use the IRS information that was transferred in the verification process.*
- I, the student, have not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my (and, if married, my spouse's) 2017 IRS income information into my FAFSA once I have filed my 2017 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.*
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2017 IRS tax return transcript(s)**—not photocopies of the income tax return – along with the 2017 W-2. *To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Get Transcript of Your Tax Record" link, and then "Tools", or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."*

If you are married and you and your spouse filed separate 2017 tax returns, you must submit tax return transcripts for both you and your spouse.

- Check here if an IRS tax return transcript(s) is attached to this worksheet.*
- Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.*

2. TAX RETURN NONFILERS—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2016.
- The student (and/or the student's spouse if married) was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2017 W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

| Employer's Name | 2017 Amount Earned | IRS W-2 Attached? |
|--|--------------------|-------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>\$2,000.00</i> | <i>Yes</i> |
| | | |
| | | |

TRANSFORMATIVE TRANSPERSONAL EDUCATION SINCE 1975

Student's Name _____ Student's SSN _____

D. Independent Student's Government Assistance Verification: Check this box if none of the items below applies

1. If one of the persons listed in Section B of this worksheet received any of the following benefit in 2017, please check: (Please note: if asked by the Financial Aid Office, you are obligated to turn in the proof of the benefit)

Received SSI Received TANF Received General Assistance Received SNAP (Food Stamps) in 2015 or 2016

E. Child Support Paid: Check this box if this does not apply

1. If you and/or your spouse paid child support in 2017, please indicate:

| Name of Person Who Paid Child Support | Name of Person to Whom Child Support was Paid | Name of Child for Whom Support Was Paid | Amount of Child Support Paid in 2017 |
|---------------------------------------|---|---|--------------------------------------|
| <i>Marty Jones(example)</i> | <i>Chris Smith</i> | <i>Terry Jones</i> | <i>\$6,000.00</i> |
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F. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

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

 Student's Signature

 Date

 Spouse's Signature (Optional)

 Date

**Submit this Form to the Financial Aid Office at
 Sofia University – 1069 East Meadow Circle, Palo Alto, CA 94303.
 Email financial_aid@sofia.edu.**

You should make a copy of this worksheet for your records.