2019–2020 INDEPENDENT VERIFICATION WORKSHEET (V1)

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. U.S. Department of Education regulations state that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office at Antioch will compare your FAFSA with the information on this worksheet any other required documents. If there are differences, your FAFSA information may need to be corrected by the Financial Aid Office. You must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. After review, we may ask for additional information. If you have questions about verification, please contact the Financial Aid Office as soon as possible at your campus so that your financial aid will not be delayed.

You may attach additional pages as necessary to this form. If you do so, please be sure to include the Student's Full Name and Student ID number on *each page attached.*

A. Independent Student's Information

____ ____________________
Student's Last Name Student's First Name Student's M.I. AU Student ID#

____ __________________________________
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

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA for 2019–2020. 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, 2020.

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, 2019, and June 30, 2020.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Marty Jones(example)	*28*	*Spouse*	*Central University*	*Yes*
		Self		

C. Income Verification

Complete this section if you, the student and/or your spouse filed a 2017 income tax return with the IRS.

As part of verification, the Financial Aid Office is required to collect your official tax data, either through the FAFSA IRS Data Retrieval Tool (DRT) or via an IRS Tax Return Transcript. A copy of your Tax Return (1040, 1040A, or 1040EZ) is ***not*** acceptable for verification purposes. You must complete one of the steps outlined in the chart below.

Please review and check one of the following:

☐	I have successfully used the FAFSA's IRS Data Retrieval Tool to load my (and my spouse's) income information onto the FAFSA and submitted the FAFSA transaction.
☐	I have not yet, but will use the FAFSA's Data Retrieval Tool *(instructions below)* to transfer my (and my spouse's) income information onto the FAFSA. (*please note verification **cannot** be completed until this information is received)*
☐	I am unable or chose not to use the FAFSA's Data Retrieval Tool to transfer my income information. I have either attached a copy of my **2017 IRS Tax Return Transcript** here, or I will request a copy of a **2017 IRS Tax Return Transcript** to be mailed to me *(instructions below)* and will then forward it directly to my Financial Aid Office.
☐	I filed an Amended Income Tax Return, I was a victim of IRS Identity Theft, or I filed a Non-IRS Income Tax Return. I will contact the Financial Aid Office for detailed instructions on how to complete verification.
☐	I did not and am not required to file a 2017 Federal Tax Return. I will complete the **Tax Return Non-Filer** section below.

- The best way to verify income is by using the IRS Data Retrieval Tool (DRT) on the FAFSA. If you have not already used the tool, go to FAFSA.gov, log in to the 2019-20 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 DRT to transfer 2017 IRS tax information into the FAFSA. After uploading tax data, **please be sure to submit the FAFSA.**

- To obtain a 2017 Federal Tax Return Transcript from the IRS, go to **www.IRS.gov** and click on the "Get Your Tax Record" link, or call **1-800-908-9946**. Make certain to request the "IRS Tax **Return** Transcript" and not the "IRS tax *account* transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2017 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

D. Tax Return Non-Filers

Complete this section if you, the student and/or your spouse will not file and are not required to file a 2017 income tax return with the IRS, but earned income from work in 2017. More information about who is required to file can be found at www.IRS.gov. If you are required to file a return, but have not, you must file your return in order to be considered for Federal Student Aid.

1. In the following table, please list all earnings from work during 2017 **and attach a 2017 W2 or 1099-MISC for each line item**. Your application cannot be considered complete until all earnings from work can be verified with a W2 or 1099-MISC.

Source of Income from Work in 2017	Student	Spouse	IRS W-2 or 1099 Attached?
	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
Total Income from Work in 2017	$	$	

- If you did not retain copies of your 2017 W-2(s), you can obtain a 2017 Federal Wage and Income Transcript from the IRS, call **1-800-908-9946** or go to **www.IRS.gov**. There, click on the "Get Your Tax Record" link. Follow the on-screen instructions to log in or to create an IRS account. Once your account is created, make certain to request the **2017 "Wage and Income Transcript,"** and submit this to the Financial Aid Office.

2. For both parent and student non-tax filer, provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority. To obtain confirmation of non-filing, go to **ww.IRS.gov** and click on the "Get Tax Record" link. Make certain to request the "Verification of Non-filing Letter". Alternatively, a confirmation of non-filing can be obtained from the IRS using Form 4506-T and checking box 7. If appropriate, a similar confirmation from another taxing authority (e.g., a U.S. territory or a foreign government) is also acceptable.

☐ Check here if confirmation of non-filing is provided.

☐ Check here if confirmation of non-filing will be provided later.

E. Verification of Other Untaxed Income

Complete this section for you and your spouse. **Please indicate "zero" if not applicable. DO NOT LEAVE BLANK.**

1. **If you did not have any source of work income in 2017, please attach a statement describing how you met your living expenses in 2017.**

2. **Payments to tax-deferred pension and retirement savings –** List any payment (direct or withheld from earnings) to tax deferred pension and retirement savings plans (e.g., 401(k) or 403(b) plans), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d codes D, E, F, G, H, and S.

Name of Person (Student or Spouse) Who Made the Payment	Annual Amount Paid in 2017
	$
	$
	$
	$
Total Payments to Tax-deferred Pension and Retirement Savings:	$

F. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

____
Print Student's Name

____
Print Spouse's Name

____
Student's Signature Date

____
Spouse's Signature Date