

2018-19 Verification Worksheet Dependent Student

PLEASE PRINT CLEARLY

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before disbursing Federal Student Aid, we must ask you to confirm the information you and your parents reported on your FAFSA.

To verify that you provided correct information, the Office of Financial Aid at American Career College 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 Office of Financial Aid at American Career College. We may ask for additional information. If you have questions about verification, contact the Office of Financial Aid as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Last Name	First Name	Student's School ID Number
Home Phone (INCLUDE AREA CODE)		Alternate or Mobile Phone Number
Student's Email Address		

B. Dependent Student's Family Information

List below the people in your parent's household. Include:

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

If any household member (other than parent) will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, note the name of the college or university.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Marty Jones (example)	20	Self	American Career College	Yes

NOTE: We may require additional documentation if we have reason to believe that any of the information above is inaccurate.

2018-19 Verification Worksheet Dependent Student

Student's Name

ID

C. Dependent Student's Income Information to be Verified

- 1. IRS Tax Return Filers:** Complete this section if you, the student filed or will file a 2016 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. In most cases, no further documentation is needed to verify 2016 income information that was transferred using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- I, the student have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into the FAFSA.
- The student has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2016 IRS income information into the FAFSA.
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school with a 2016 IRS tax return transcript.

- 2. TAX RETURN NONFILERS**—Complete this section if you, the student, will not file and are not required to file a 2016 income tax return with the IRS. NOTE: We may require you to provide confirmation of nonfiling from the IRS using IRS Form 4506-T and checking box 7. If appropriate, a similar confirmation from a U.S. territory or a foreign government is also acceptable.

Check the box that applies:

- I, the student, was not employed and had no income earned from work in 2016.
- I, the student was employed in 2016 and have listed below the names of all employers, and the amount earned from each employer in 2016. (Attach copies of all W-2 forms issued to you, but you must list every employer even if the employer did not issue a W-2 form.)

Employer's Name	2016 Amount Earned	W-2 Received?
Suzzy's Auto Body Shop (example)	\$2,000 (example)	Yes

2018-19 Verification Worksheet Dependent Student

D. Parent's Income Information to Be Verified

NOTE: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

- 1. TAX RETURN FILERS**—Complete this section if the student's parent(s) filed or will file a 2016 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. In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

- The parents have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax information into the student's FAFSA
- The student's parents have not yet used the IRS DRT in FAFSA on the Web but will use the tool to transfer 2016 IRS income tax return information in the student's FAFSA
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a copy of the parents' 2016 IRS Tax Return Transcript(s).

- 2. TAX RETURN NONFILERS**—Complete this section if the student's parent(s) will not file and are not required to file 2016 income tax return with the IRS. Attach an extra sheet if, necessary. Any additional sheets must be signed and dated. Each parent who did not file a 2016 IRS income tax return must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that confirms that a 2016 tax return was not filed.

A: Check the box that applies:

- Neither parent was employed and neither had income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, and the amount earned from each employer in 2016. (Provide copies of all 2016 IRS W2 forms to the financial aid office. List every employer, even if the employer did not issue an IRS W-2 form.)

B: Check the box that applies:

- Confirmation of non-filing is attached or was already submitted to the American Career College Financial Aid Office.
- Confirmation of non-filing will be provided later.

Employer's Name	2016 Amount Earned	W-2 Received?
<i>Suzzy's Auto Body Shop (example)</i>	<i>\$2,000 (example)</i>	<i>Yes</i>

E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose income is reported on the FAFSA must sign and date.

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

Parent's Signature

Date