



# 2018-2019 Verification Worksheet Federal Student Aid Programs (Group V1)

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Your FAFSA was selected for review in a process called "Verification." In this process ECU is required to compare information from your FAFSA with information from the IRS data match or IRS Tax Return Transcript for you and your parent(s). If you and/or your parent(s) were not required to file a federal tax return you must submit copies of any W-2 forms or earnings statements and Statement of Non-Filing. The law says we have a right to ask you for this information before awarding federal aid. If there are differences between your FAFSA and your financial documents we will make the necessary corrections to your FAFSA information.

### What you should do

- Complete this worksheet. **ALL SECTIONS MUST BE FILLED IN.** Write N/A (not applicable) or enter a zero if the field does not pertain to you. You and at least one parent **MUST** sign the worksheet.
- Send or take the completed worksheet, plus copies of your 2016 IRS Tax Return Transcript and 2016 W-2 forms (if applicable below) to the Financial Aid Office at East Central University.

*We must review the requested information under the financial aid program rules (CFR Title 34, Part 668).*

## A. Student Information

_____ <i>Last name</i>	_____ <i>First name</i>	_____ <i>M.I.</i>	_____ <i>Social Security number</i>
_____ <i>Address (include apt. no.)</i>			_____ <i>Date of birth</i>
_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip</i>	_____ <i>Phone number (include area code)</i>

## B. Family Information *(verifying number in household and number in college)*

Write the names of the people in the household where you live. Also write in the name of the college where any family member, will be enrolled at least half-time in a degree or certificate program between July 1, 2018, and June 30, 2019. If you need more space, attach a separate page.

- Yourself on the **first** line
- Your parent(s)
- Your parent(s) children if (a) your parent(s) provide **more than half** of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid (**do not include foster children**), and
- Other people if they now live with your parent(s) and your parent(s) provide **more than half** of their support and will continue to provide **more than half** of their support from July 1, 2018, through June 30, 2019.

Full Name	Age	Year of Birth	Relationship	College attending in 2018-2019
			Self	East Central University
			Parent	N/A
			Parent	N/A

## C. Student's 2016 Income Information

- Check only one box below. A 2016 Tax Return Transcript can be obtained online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.
  - Check here if you used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into the FAFSA. **YOU DO NOT NEED TO PROVIDE A COPY OF A 2016 IRS TAX RETURN TRANSCRIPT.**
  - Check here if you are attaching a copy of your 2016 IRS Tax Return Transcript. (A paper copy of your federal 1040 form is **not** acceptable documentation.)
  - Check here if you have arranged for a copy of your 2016 IRS Tax Return Transcript to be submitted to ECU by \_\_\_\_\_(date).
  - Check here if you will not file and are not required to file a 2016 federal income tax return.
- If you did not file and are not required to file a 2016 federal income tax return, list below your employer(s) and any income received in 2016. Please submit copies of any W-2 forms or other earnings statements.

Sources	2016 Income

## D. Parent(s)' 2016 Income Information

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1. Check only one box below. A 2016 IRS Tax Return Transcript can be obtained online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.
- Check here if you used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2016 IRS income information into the FAFSA. YOU DO NOT NEED TO PROVIDE A COPY OF A 2016 IRS TAX RETURN TRANSCRIPT.
  - Check here if you are attaching a copy of your parent(s)' 2016 IRS Tax Return Transcript. (A paper copy of your parent(s)' federal 1040 form is **not** acceptable documentation.)
  - Check here if you have arranged for a copy of your parent(s)' 2016 IRS Tax Return Transcript to be submitted to ECU by \_\_\_\_\_(date).
  - Check here if your parent(s) will not file and is not required to file a 2016 federal income tax return.
2. If your parent(s) did not file and are not required to file a 2016 federal income tax return, list below your parent(s)' employer(s) and any income they received in 2016. Please submit copies of any W-2 forms or other earnings statements.

Sources	2016 Income

Be sure all items listed below are completed and checked off before submission.

- A value has been entered for every blank
- If IRS Data Retrieval Tool was not used; an IRS Tax Return Transcript is attached or has been requested
- Student and spouse have signed the Verification Worksheet
- A copy of all W-2's if student and/or parent's did not file taxes.

## E. Sign This Worksheet

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By signing this worksheet, we certify 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*East Central University, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, employment, financial aid, and education services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Employment Services Director, 1100 E 14<sup>th</sup> Adm. 160, Ada, OK 74820, (580)559-5217.*

## **Verification of 2016 Income Information for Individuals with Unusual Circumstances Individuals Granted a Filing Extension by the IRS**

An individual, who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2016;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016;
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and,
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

### **Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2016 must provide:

- A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### **Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.