



2018–2019

FINANCIAL AID VERIFICATION WORKSHEET

What is Verification?

The U.S. Department of Education (ED) randomly selects students at each institution for schools to verify information on their FAFSA. Your FAFSA has been selected for us to collect and verify information related to your FAFSA answers.

Instructions

- Complete all sections of this worksheet. Write “0” for any income not received and “N/A” for sections that do not apply.
- Collect requested **2016** financial documents for you and your spouse (if married) or for your parent(s) (if dependent).

Documents must be submitted within **14 days** of the initial request to avoid a significant delay in receiving your financial aid. We will notify you if additional information is needed. This process takes several weeks to complete, so prompt attention to this request is essential for the timely processing of your financial aid.

1. Student Information: Please **print neatly** so we are able to match your information to your file.

Full Legal Name: _____ Student ID Number: _____

Street Address: _____

City, State, Zip: _____

Student E-mail Address: _____ Student Cell Number: _____

2. Household:

DEPENDENT STUDENTS should list:

- Yourself, parents (biological or adoptive), if they are living together, regardless of marital status or gender. This may include a step-parent if your parent is remarried—even if you do not live with your parents.
- Any other people for whom your parents will supply more than half of their support from July 1, 2018 - June 30, 2019.

INDEPENDENT STUDENTS should list:

- Your spouse (if married, and not separated).
- Any other people for whom you will supply more than half of their support from July 1, 2018 - June 30, 2019.

☐ Check here and attach a separate sheet with student name and ID if more space is needed for additional household members.

Full Name	Age	Relation to Student	College/University attending 2018–19 (degree seeking, attending at least half-time)
		Self	University of Pittsburgh () Campus

3. Tax and Income Information

- Submit an official IRS Tax Return Transcript if you filed a **2016** U.S. Tax Return and:
 - you did not use the IRS Data Retrieval Tool when you filed your FAFSA, or
 - you used the IRS Data Retrieval Tool and then made changes to the data on your FAFSA.
- If you filed a Foreign Tax Return:
 - submit a signed and dated copy of the form to our office. The form must be translated into English, OR
 - submit a statement of income, if you earned income in a country that does not require you to file tax returns.
- Please **do not** submit copies of your tax returns unless instructed.
- **Tax information submitted must be from the 2016 tax year.**

To request an IRS Tax Return Transcript:

- request online, go to <https://irs.gov/Individuals/Order-a-Transcript>. Request the **2016** Tax Return Transcript.
- order by phone, call 800-908-9946 and follow the prompts.

Review each statement and choose the one that best fits your situation Answer for both student and spouse or parent (if dependent)				You	Parent/Spouse
a. I did not work or I have no earned income from working in 2016 .					
b. I worked in 2016 but I was not required to file a 2016 Federal Income Tax return with the IRS. To obtain a Verification of Non-filing, complete IRS Form 4506-T and check box 7. Then send Verification of Non-filing form to the IRS for processing. When you receive the Verification of Non-filing from the IRS, submit to the Financial Aid Office with your name and student ID. Attach copies of all federal W-2 forms and/or 1099 forms.					
Non-filer's Name	Employer(s)	2016 Earnings	W-2 Form(s) Included		
c. I used the IRS Data Retrieval Tool to transfer my 2016 IRS Tax information to the FAFSA.					
d. I did NOT use the IRS Data Retrieval Tool to transfer my 2016 IRS Tax information to the FAFSA. Attach 2016 IRS Tax Return Transcript					
e. I made changes to the transferred data after using the IRS Data Retrieval on my FAFSA. Attach 2016 IRS Tax Return Transcript					
f. I have a unique Tax Situation (Contact the Financial Aid Office). Please check the tax filer for which the unique tax situation applies to:					
<input type="checkbox"/> Filed an amended 2016 Tax Return		Tax filer:	<input type="checkbox"/> Student	<input type="checkbox"/> Parent	
<input type="checkbox"/> Filed a 2016 Federal Tax Extension		Tax filer:	<input type="checkbox"/> Student	<input type="checkbox"/> Parent	
<input type="checkbox"/> Was the victim of Identity Theft		Tax filer:	<input type="checkbox"/> Student	<input type="checkbox"/> Parent	

4. Other Information to be Verified:

Please list dollar amounts or 0 for the following items:	You	Parent/Spouse
a. Taxable earnings from Federal Work-Study or other need-based work program.		
b. Child support <u>received</u> in 2016 for all children, not including foster or adoption payments.		
c. Housing, food and other living allowances for military, clergy, or paid by others, including cash payments and cash value of benefits, that were received in 2016 .		
d. Cash received or money paid on your behalf from someone other than the supporting parent(s) in 2016 . Source: _____		
e. Veteran's non-educational benefits and/or VA Education Work-Study allowance. Source: _____		
f. Other untaxed income not reported, such as <u>workers' compensation, disability, untaxed pensions, etc.</u> (do not include Social Security Benefits). Provide documentation.		
g. 2016 Low Income Certification: If the parent(s) of a dependent student or independent student (and spouses, if applicable) had earned income less than \$6,000 in 2016 , please submit a detailed explanation of 2016 household income and expenses. Include how expenses such as housing, food, utilities, etc. were paid throughout the year. (Attach a separate sheet)		

- 5. Signatures:** Each person signing this form certifies that all information reported on it is complete and correct. If you purposely give false or misleading information, you may be fined, sentenced to jail, or both.

Student Signature _____

Date _____

Parent Signature (must be from the parent who signed the FAFSA) _____

Date _____