

2018–2019 Verification Worksheet

Dependent Student- Tracking Group V1

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 and your parents reported on your FAFSA. To verify that you provided correct information, we 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 and at least one parent whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office at Belmont Abbey College. 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.

Please complete with blue or black ink.

A. Dependent Student’s Information

Student’s Last Name	First Name	M.I.	Student ID 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. Dependent Student’s Family Information

Number of Household Members: List below the people in your **parents’ household**. Include:

- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s 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 the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2019.

Please report the name of the college, under the college column, for household members, other than the parents, who 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.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>	<i>Belmont Abbey College</i>	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student’s Income Information to Be Verified *Instructions:* Complete item number one, if you did not file a 2016 tax return or complete item number two, if you did file a 2016 tax return, but not both items.

1. Nontax Filers

Check the **one** box that applies:

- The student was not employed and had no income earned from work in 2016.
- The student will not file and is not required to file a 2016 tax return with the IRS. If the student was employed in 2016, list below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student by their employers.] List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	2016 Amount Earned	IRS W-2 Provided?
Suzy’s Auto Body Shop (Example)	\$2,000.00	Yes
Total amount earned from work	\$	

You may now proceed to the student signature page.

2. Tax Return Filers

Important Note: If the student filed, or will file, an amended 2016 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student filed a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If the student has not already used the tool, go to FAFSA.gov, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS DRT.*

Check the **one** box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS tax return information into the student’s FAFSA.
- The student is unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.

Verification cannot be completed until the 2016 IRS tax return transcript has been submitted to the school.

A **2016 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- Automated Telephone Request – 1-800-908-9946 option #2 or Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

You may now proceed to the student signature page.

D. Parent’s Income Information to Be Verified *Instructions:* The information below applies to each parent included in the household. Complete item number one, if you did not file a 2016 tax return or complete item number two, if you did file a 2016 tax return, *but not both items*.

1. Nontax Filers

Check the *one* box that applies:

- The parent(s) was not employed and had no income earned from work in 2016.
- One or both parents will not file and are not required to file a 2016 tax return with the IRS. If the parent(s) was employed in 2016, list below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parent(s) by their employers.] List every employer even if the employer did not issue an IRS W-2 form.

Employer’s Name	2016 Amount Earned	IRS W-2 Provided?
Suzy’s Auto Body Shop (Example)	\$2,000.00	Yes
Total amount earned from work	\$	

You must provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. That documentation may be obtained through the:

- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Request Verification of Non-filing Letter.
- Automated Telephone Request – 1-800-908-9946, request Verification of Non-filing Letter.

You may now proceed to the parent signature page.

2. Tax Return Filers

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had to file an amended return or had a change in marital status after December 31, 2016.

Instructions: Complete this section if the parent(s) filed a 2016 IRS income tax return. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If the parent(s) has not already used the tool, go to FAFSA.gov, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS DRT.*

Check the *one* box that applies:

- The parent(s) has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS tax return information into the student’s FAFSA.
- The parent(s) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS tax return information into the student’s FAFSA.
- The parent(s) is unable to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.

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Student Name _____

Student ID Number _____

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

Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **The student and one parent whose information was reported on the FAFSA must sign and date.**

Print Student's Name

Student's ID Number

Student's Signature

Date

Parent's Signature

Date

**Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to: Belmont Abbey College, Financial Aid Office, Belmont, NC 28012 or fax to 704-461-6727.**

Please keep a copy for your records.