

# 2018-2019 Verification Worksheet Dependent Student

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 & your parents reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with other required documents. If there are differences, your FAFSA information may need to be corrected. You & at least one parent must complete and sign this worksheet, attach any required documents, and submit all forms to the financial aid administrator at your school. Your school may ask for additional information. If you have any questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

## A. Dependent Student's Information

Student's Last Name	First Name	M.I.	Student's Social Security Number	Student Number
Student's Street Address (include Apt #)			Student's Date of Birth	
City	State	Zip Code	Student's Email Address	
Student's Home Phone Number			Student's Cell/Alternate Phone #	

## B. Dependent Student's Family Information

Number of Household Members: List below the people in the students' household. This includes:

- The student
- The student's parents
- The parents' children if they provide more than half the children's support from July 1, 2018 through June 30, 2019 or if the children would be required to provide parental information if they were completing a 2018-2019 FAFSA form. Include children who meet either standard even if they do not live with you
- Other people, if they now live with the parents and the parents provide more than half of their support & will continue to provide it through June 30, 2019

Name of College attending or will be attending: If any household member 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, please list the name of the college they are attending.

Full Name	Age	Relationship	Name of College attending	Enrolled for at least 6 credits (Y/N)
		<i>Self</i>	<b>UB</b>	

## C. Dependent Student's Income Information to be verified

### 1. Complete this section if the student filed or will file a 2016 IRS income tax return

- Check here if you used the Data Retrieval Tool to transfer your 2016 tax information from the IRS to the FAFSA
- Check here if you did not (or could not) use the Data Retrieval Tool and have attached a copy of your 2016 Tax transcript

### 2. Complete this section if the student will not file and is not required to file a 2016 tax return with the IRS

- Check here if the student **WAS** employed, did not file taxes, and is not required to file a tax return. Please attach all W-2's.
- Check here if the student was **not** employed and had **no** income earned from work in 2016

**D. Parent(s) Income Information to be verified**

Parent's email address: \_\_\_\_\_

**1. Complete this section if your Parent(s) filed or will file a 2016 IRS income tax return**

Check here if your Parent(s) used the Data Retrieval Tool to transfer 2016 tax information from the IRS to the FAFSA

Check here if your Parent(s) filed a tax return and you are providing a copy of their 2016 Tax Transcript

Check here if your Parent(s) filed a separate tax return and you are providing a copy of their 2016 Tax Transcript

**2. Complete this section if your Parent(s) will not & are not required to file a 2016 income tax return with the IRS**

Check here if the parent WAS employed, did not file taxes, and is not required to file a tax return. Please attach all W-2's and provide documentation from the \*IRS of a Verification of Non-filing Letter (required)

- The IRS Verification of Non-filing Letter provides documentation that indicates a 2016 IRS income tax return was not filed not filed with the IRS.

Check here if the parent was **not** employed, had **no** income earned from work in 2016

- The IRS Verification of Non-filing Letter provides documentation that indicates a 2016 IRS income tax return was not filed not filed with the IRS.

**Verification**

If the documentation submitted with your initial application does not meet the standard for verification, you will be notified **via phone** or **by email** and required to submit the additional documentation within 14 days. Failure to submit the necessary documents could result in the loss of need based financial aid. If your award changes due to verification, you will be notified through your **UB Portal**. Students have the right to appeal loss of aid due to missed deadlines or changes in reported information. The appeal must be made in writing to Student Financial Services within 15 days of the action and the decision will be made in writing within 15 days of receipt of appeal.

**By signing below I certify that all information provided on this form is correct & that I have read & understand the above acknowledgements.**

**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

**\* Instructions on how to order a 2016 Tax Return Transcript or obtain a Non-filing Letter through the IRS website:**

- Online Request - Go to [www.irs.gov](http://www.irs.gov), Click on "Get My Tax Record" on the main homepage, "then click on get a Tax Transcript online or by mail, make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript or if you did not file a tax return select Non-filing Letter
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T