

2018-2019 Verification Worksheet Independent 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. Independent 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. Independent Student's Family Information

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

- The student
- The student's spouse
- The student's or spouse's children if the student will 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 student and the student/spouse 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>	UB	

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

Check here if the Student **WAS** employed in 2016 and did **not** file taxes, 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)

Check here if the Student was not employed and had **no** income from work in 2016 and provide IRS Verification of Non-filing Letter

D. Spouse's Income Information to be verified

Spouse's email address: _____

1. Complete this section if your spouse filed or will file a 2016 IRS income tax return

- Check here if you filed a joint return and used the Data Retrieval Tool to transfer 2016 tax information from the IRS to the FAFSA
- Check here if your Spouse filed a joint return and are providing a copy of your 2016 Tax Transcript
- Check here if you filed a separate tax return and are providing a copy of your 2016 Tax Transcript

2. Complete this section if you and or your spouse will not & are not required to file a 2016 income tax return with the IRS

Check here if your spouse WAS employed in 2016, 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 your spouse WAS not employed and had no income from work in 2016 or if a separate Tax return was completed

- 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

Spouse'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, 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