

Suffolk University

• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108
617-573-8470 • 617-720-3579 (fax)

2018-2019 Verification Worksheet for an Independent Student

Student's Name _____ **Student ID** _____

Your application was selected by the U.S. Department of Education for review in a process called "Verification." **Verification must be completed before your financial aid can be finalized and before any aid can be credited to your student account.** In order to verify the information you submitted on the FAFSA, please complete this form.

Step One: Household Information

On table below list all members of *your* household. Include the following:

- ✓ yourself and
- ✓ your spouse if you are married
- ✓ your children, if any, if (a) you will provide more than half of their support from July 1, 2018 through June 30, 2019, or (b) if the child would be required to provide your information if they were completing the FAFSA for 2018-19. Include children who meet either of these standards, even if they do not live with you, and
- ✓ other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support July 1, 2018 through June 30, 2019.

Table for Household Information

<i>Full Name</i>	<i>Age</i>	<i>Date of birth</i>	<i>Relationship to student</i>	<i>College attending 2018-19 (must be enrolled at least half-time in a degree, diploma or certificate program any time between 7/1/18-6/30/19)</i>

Step Two: Tax/Income Information

The *recommended and easiest* way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at www.fafsa.gov.

If you are unable to utilize the IRS Data Retrieval tool on the FAFSA, please submit a 2016 Tax Return Transcript available at <https://www.irs.gov/individuals/get-transcript>.

Do NOT submit copies of 2016 federal tax returns (1040, 1040A or EZ) to the Office of Student Financial Services. Our office is prohibited from accepting copies of 2016 federal tax returns, except in limited circumstances, and only when specifically requested by the counselor.

➤ **Student's 2016 Tax/Income Information. Check one of the following three options below.** (Note, if student is married, tax data must be submitted for both student and spouse.)

Option 1 _____, **I filed a 2016 federal tax return with the IRS.** I have utilized the IRS Data Retrieval Tool or I will submit a 2016 Tax Return Transcript.

Option 2 _____, **I did not file a 2016 federal tax return. Complete the following two items.**

(1) **Request a 'Verification of Non-filing Letter' from the IRS,** to certify a 2016 IRS income tax return was not filed. Request the 'Verification of Non-filing Letter' at www.irs.gov/individuals/get-transcript or by completing IRS Form 4506-T, www.irs.gov/pub/irs-pdf/f4506t.pdf. If you use Form 4506-T, make sure you check box 7 and mail/fax the form to the appropriate address/number.

(2) **Check the appropriate box below to verify wages earned in 2016, if any.**

_____ I did not work in 2016 and had no wages.

_____ I worked in 2016, my wage information is reported below and I have attached all 2016 W2 forms.

Employer's Name	Amount earned in 2016, attach W2 form(s)

Option 3 _____, **Other.** If student was granted a 2016 tax filing extension and still has not filed, is a victim of IRS identity theft or filed a non-IRS (foreign) Income tax return, please contact the office for appropriate worksheet and further instructions.

Step Three: Signatures

I certify that the information contained on this verification worksheet is accurate and true to the best of my knowledge.

Student Signature

Date

Spouse's Signature

Date

(Both student and spouse must sign if married, electronic signature is not acceptable.)