



## INSTRUCTIONS:

### PLEASE READ THIS:

The following instructions are to assist you in the procedures for sending this fillable form back to Trinity College of Nursing & Health Sciences.

- Fill the form with your information
- Click on "Save As" button so you don't lose your information
- Save completed form to your desktop or someplace convenient on your computer
- Attach saved form to an email and send to: [Stefanie.Miljush@trinitycollegeqc.edu](mailto:Stefanie.Miljush@trinitycollegeqc.edu)

Thank you,  
Stefanie Miljush  
Financial Aid Specialist



## 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 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 any other required documents.

If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Please carefully read ALL instructions for each section PRIOR to completing each section. All fields marked with an asterisk (\*) are required. Any manual edits to this form must be confirmed with initials and a date next to each edit.

### A. Dependent Student's Information

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\* \_\_\_\_\_ \* \_\_\_\_\_ \* \_\_\_\_\_ \* \_\_\_\_\_  
 Student's Last Name                      Student's First Name                      M.I.                      Social Security Number

\* \_\_\_\_\_ \* \_\_\_\_\_  
 Student's 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

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List below the people in your household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Both of your legal (biological or adoptive) parents if they live together, regardless of marital status or gender.
- Your parent(s)' other children if your parent(s) will provide more than half of their 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 they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Ensure ALL household members, that meet the above criteria, are included below. Include the full name (no abbreviations) of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. Begin with yourself on line 2.

If more space is needed, attach a separate page with your name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time?
<i>Marty Jones(example)</i>	28	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Trinity College of Nursing &amp; Health Science</i>	



\*Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**C. Dependent Student's Income Information to Be Verified**

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1. **TAX RETURN FILERS—Important Note:** If you (the student) or your spouse (if married), filed or will file an amended 2016 IRS tax return, you must contact your financial aid administrator before completing this section.

**Instructions:** Complete this section if you, the student, filed or will file a 2016 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the web. In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS Data Retrieval Tool if that information was not changed.

If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool, see your financial aid administrator.

**Check the box that applies (Select ONLY one):**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer the student's (and, if married, the spouse's) 2016 IRS income information into the FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. Your school will use the IRS information that was transferred in the verification process.
- The student has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer the student's (and, if married, the spouse's) 2016 IRS income information into the FAFSA once the student has filed the 2016 IRS tax return. See instructions above for information on how to use the IRS Data Retrieval Tool. Your school cannot complete the verification process until your (and, if married, your spouse's) IRS information has been transferred into your FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a 2016 IRS tax return transcript—not a photocopy of the income tax return. Go to <http://www.irs.gov/Individuals/Get-Transcript> to view and print your 2016 tax transcript immediately or request a copy by mail. Additional options include calling 1-800-908-9946 and requesting the "IRS tax return transcript" and not the "IRS tax account transcript," or downloading the IRS2GO mobile application (available for Android and iOS/Apple mobile devices). These self service options may take up to 10 business days to arrive at the specified address on file with the IRS. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If this option is selected, you **MUST** select one box below.
  - Check here if the student's IRS tax return transcript is attached to this worksheet.
  - Check here if the student's IRS tax return transcript will be submitted to the student's school later.



\*Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**2. TAX RETURN NONFILERS**—Complete this section if you, the student, will not file and are not required to file a 2016 income tax return with the IRS. If you made a selection in C1, do not complete this section. Only complete this section if you did not file a tax return.

**Check the box that applies (Select ONLY one):**

- The student (and, if married, the student’s spouse) was not employed and had no income earned from work in 2016.
- The student (and/or the student’s spouse if married) was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.

Do NOT list any federal benefits such as, Social Security Income, Social Security Disability, Supplemental Nutrition Assistance Program (SNAP), etc.

If more space is needed, attach a separate page with your name and Social Security Number at the top.

<i>Employer’s Name</i>	<i>2016 Amount Earned</i>	<i>IRS W-2 Attached?</i>
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>



\*Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. Parent’s Income Information to Be Verified**

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**Note:** If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS— Important Note:** If the student’s parent(s) filed or will file an amended 2016 IRS tax return, the student’s financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the student’s parent(s) filed or will file a 2016 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student’s FAFSA using the IRS Data Retrieval Tool if that information was not changed. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool, see your financial aid administrator.

**Check the box that applies (Select ONLY one):**

- The student’s parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income information into the student’s FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. The student’s school will use the IRS information transferred into the student’s FAFSA to complete the verification process.
- The student’s parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2016 IRS income information into the student’s FAFSA once the parent’s IRS tax return has been filed. See instructions above for information on how to use the IRS Data Retrieval Tool. The student’s financial aid administrator cannot complete verification until the parent has transferred IRS information into the student’s FAFSA.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student’s school a copy of the parent’s 2016 IRS tax return transcript(s)—not photocopies of the income tax return. To obtain an IRS tax return transcript go to [www.irs.gov](http://www.irs.gov) and click on the “Order a Return or Account Transcript” link, or call 800.908.9946. Make sure you order the “IRS tax return transcript” and not the “IRS tax account transcript.” The parent will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. If the parents are married, and separate 2016 tax returns were filed, 2016 IRS tax return transcripts must be submitted for each parent. If this option is selected, you **MUST** select one box below.
  - Check here if an IRS tax return transcript is attached to this worksheet.
  - Check here if an IRS tax return transcript will be submitted to the student’s school later.



\*Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**2. TAX RETURN NONFILERS**—Complete this section if the student’s parent(s), will not file and are not required to file a 2016 income tax return with the IRS. If you made a selection in D1, do not complete this section. Only complete this section if you did not file a tax return.

**Check the box that applies (Select ONLY one):**

- The parent(s) was not employed and had no income earned from work in 2016.
- The parent(s) was employed in 2016 and has listed below the names of all employer(s), the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 W-2 forms issued to the parent(s) by employer(s). List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.

Do NOT list any federal benefits such as, Social Security Income, Social Security Disability, Supplemental Nutrition Assistance Program (SNAP), etc.

If more space is needed, attach a separate page with your name and Social Security Number at the top.

<i>Employer’s Name</i>	<i>2016 Amount Earned</i>	<i>IRS W-2 Attached?</i>
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**E. Certification and Signature**

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

I certify that all of the information reported on this worksheet is complete and correct. The student and parent must sign this worksheet.

\_\_\_\_\_

Student’s Signature (Required)

\_\_\_\_\_

Date

\_\_\_\_\_

Parent’s Signature (Required)

\_\_\_\_\_

Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.***

***You should make a copy of this worksheet for your records.***