

**Independent  
 Verification Worksheet (V1)  
 2018-2019  
 Call 1-800-414-5756 for questions**



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 provide correct information, we will compare your FAFSA with the information on this institutional verification document 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 office at Troy University. The financial aid office may ask for additional information. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed. You must return this form to the address listed on this form.

**A. Student Information**

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

Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/P.O. Box City State Zip

**B. Family Information**

List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2018, through June 30, 2019, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2019.

For any household member 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, include the name of the college. If more space is needed, provide a separate page with the student's name and social security number at the top.

Full Name	Age	Relationship	College
<b>You, the student</b>			<b>Troy University</b>

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. Verification of 2016 IRS Income Tax Return Information for Student Tax Filers**

**Instructions:** Complete this section if the student and spouse filed or will file a 2016 IRS income tax return(s). *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](http://fafsa.gov).* 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 DRT if that information was not changed by the FAFSA filer.

**Check the box that applies:**

The student (and, if married, my spouse) has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

The student (and, if married, my spouse) has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.

The student (and, if married, my spouse) is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s), W-2 Forms, & other IRS documents**. (signature not required)

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

- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T
- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Get Transcript ONLINE – Go to [www.irs.gov](http://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."

If the student and spouse filed separate 2015 IRS income tax returns, **2016 IRS Tax Return Transcripts, W-2 Forms, & other IRS documents** must be provided for both.

\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.

\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

**Verification of 2016 Income Information for Student Nontax Filers**

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS. You must complete a 2018- 2019 Living Expense Statement form. It can be located at <http://trojan.troy.edu/financialaid> under **2018-2019 Forms**.

**Check the boxes that apply:**

The student was not employed and had no income earned from work in 2016.

The student's spouse (if married) 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 have listed 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 and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and social security number at the top.

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

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

\_\_\_ Check here if confirmation of nonfiling is provided.

\_\_\_ Check here if confirmation of nonfiling will be provided later.

Student's Name \_\_\_\_\_ SSN: \_\_\_\_\_

**Instructions:** Please complete all the fields below. If any field is left blank, we will consider the form incomplete, we will **NOT** assume 0.

STUDENT	2016 Additional Financial Information	SPOUSE, if married
	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 50 or 1040A-line 33	
	Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children you claimed in household size.	
	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships	
	Student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant or scholarship portions of fellowships and assistantships.	
	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Do not enter untaxed combat pay reported on the W-2 (Box 12, Code Q).	
	Cooperative education program earnings.	

STUDENT	2016 Untaxed Income	SPOUSE, if married
	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes, D, E, F, G, H, and S.	
	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040-total of lines 28+32 or 1040A-line 17.	
	Child support received for all children. Don't include foster care or adoption fees.	
	Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b	
	Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11A minus 11b). Exclude rollovers. If negative, enter a zero here.	
	Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	
	Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits) Don't include the value of on-base military housing or the value of a basic military allowance for housing.	
	Veterans' non-education benefits such as Disability, Death Pension or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study Allowances.	
	Other untaxed income not reported, such as workers' compensation, disability, etc. Also included untaxed portions of health savings account on IRS form 1040- line 25. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, SSI, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending plans (e.g. cafeteria plan), foreign income exclusion or credit for fed tax on special fuels.	
	Money received, or paid on your behalf (e.g. bills) not reported elsewhere on form.	

Student's Name \_\_\_\_\_ SSN: \_\_\_\_\_

**E. Certification and Signature**

---

**Please check each box and sign and date at the bottom of the form to affirm that you acknowledge and understand that:**

You must complete the FAFSA IRS Data Retrieval or submit a copy of your 2016 IRS Tax Return Transcript, W-2(s), and other IRS documents when you file your IRS income tax return for verification to be considered complete.

Adjustments to your financial aid eligibility may be required due to the results of this verification process, which may change the sources and amounts of your Financial Aid Award offer.

If you file or later file an amended 1040X tax form, you agree to notify Troy University's Financial Aid Office and submit: A 2016 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and** A signed copy of the 2016 IRS Form 1040X, " amended U.S. Individual Income Tax Return," that was filed with the IRS.

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date