

BridgeValley Community and Technical College
Financial Aid Office
2018-2019 Verification Worksheet

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 and your parents (if you are a dependent student) reported on your FAFSA. To verify that you provided correct information, we 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 Office. If you are a dependent student, at least one parent must sign this worksheet. Based on your answers on this worksheet we may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

A. Student's Information

| | | | |
|---|----------------------|----------------|---|
| Student's Last Name | Student's First Name | Student's M.I. | Student's ID Number (B#) |
| Student's Street Address (include apt. no.) | | | City State Zip Code |
| Student's Email Address | | | () Student's Home Phone Number |

B. Household Information

Dependent Student's Family Information from July 1, 2018-June 30, 2019

List below the people in your parent's household including yourself, parents (including stepparent), siblings, etc., even if everyone does not live in one house. List only those that your parents supply more than half of their support or if the other children would be required to supply parent information if they were completing a 2018-2019 FAFSA. Also indicate any household member (not including parents) that will be attending a college/university.

Independent Student's Family Information from July 1, 2018-June 30, 2019

List below the people in your household including yourself, spouse, children, etc., even if everyone does not live in one house. List only those that you and/or your spouse supply more than half of their support. Also indicate any household member that will be attending a college/university.

| Full Name | Age | Relationship | College Attending, if any | Will be Enrolled at Least Half Time |
|------------------------------|-----------|--------------|---------------------------|-------------------------------------|
| <i>Missy Jones (example)</i> | <i>18</i> | <i>Self</i> | <i>BridgeValley CTC</i> | <i>Yes</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

C. 2016 Tax Filers Only (If taxes were not filed, please proceed to Section D.)

***Parent's Choice of Verifying Tax Information (for Dependent Students Only)**

- IRS Data Retrieval Tool-connect and transfer tax info directly from the IRS via Parent Financial Information section on FAFSA
- 2016 Tax Return Transcript-request via www.irs.gov
- Filed Amended Tax Return- Submit an IRS Tax Return Transcript and a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return"
- Victim of Identity Theft- Submit a Tax Return DataBase View (TRDBV) transcript from the IRS and a signed and dated statement indicating the IRS is aware of the tax-related identity theft

***Student's Choice of Verifying Tax Information**

- IRS Data Retrieval Tool-connect and transfer tax info directly from IRS via Student Financial Information section on FAFSA
- 2016 Tax Return Transcript-request via www.irs.gov
- Filed Amended Tax Return- Submit an IRS Tax Return Transcript and a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return"
- Victim of Identity Theft- Submit a Tax Return DataBase View (TRDBV) transcript from the IRS and a signed and dated statement indicating the IRS is aware of the tax-related identity theft

Important Tax Filer Notes:

Tax Extensions: If a filing extension has been granted by the IRS for 2016 Income Taxes, provide the following documents:

- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2016; and
- A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income and the U.S. income tax paid for tax year 2016.

Taxes Filed in Puerto Rico, another US Territory, or Foreign Country:

- If 2016 Taxes were filed in Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, provide a signed copy of that 2016 income tax return(s).

D. 2016 Non-Tax Filers Only (If taxes were filed, please proceed to Section E.)**

***Parent Income Information (for Dependent Students Only)**

- Neither of my parents were employed nor had income earned from work in 2016.
- One or both parents were employed in 2016 but were not required to file taxes. In the chart below they listed the names of all employers, the amount earned from each employer in 2016, and if an IRS W-2 form is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

***Student Income Information**

- Neither I nor my spouse (if married) were employed nor had income earned from work in 2016.
- I and/or my spouse (if married) were employed in 2016 but were not required to file taxes. In the chart below I have listed the names of all employers, the amount earned from each employer in 2016, and if 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.

| Non-Tax Filer Name | Employer's Name | Income Received | W-2 |
|--------------------|-----------------|-----------------|-----|
| | | \$ | |
| | | \$ | |

****INDEPENDENT STUDENTS (AND SPOUSE IF MARRIED) AND PARENTS OF DEPENDENT STUDENTS WHO ARE NON-TAX FILERS MUST PROVIDE VERIFICATION OF NON-FILING FROM THE IRS FOR TAX YEAR 2016.** Verification of Non-Filing can be obtained by using the IRS Form 4506-T (**box 7 must be checked on the form and you must indicate tax year ending 12/31/2016**). You cannot use the Get Transcript by Mail, telephone, or regular 4506 form to request this letter.

E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent, if the student is a dependent, must sign and date. A spouse's signature and date is optional for an independent married student.

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

Student's Signature

Date

Spouse's Signature (If student is Independent and married)

Date

Parent's Signature (For Dependent Students Only)

Date

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In order to ensure that your documents are securely transmitted to us, if emailing forms, please password protect your document attachments and provide us with your password in a separate email.

Instructions for encrypting an attachment may be viewed at www.bridgevalley.edu/verification