

Independent Verification Worksheet 2017 – 2018



Student Name

Washburn Tech Financial Aid Office
5724 SW Huntoon Street • Topeka, KS 66604
(785) 670-3360 • (785) 273-7080 fax
tech-fa-info@washburn.edu

Washburn ID

Student Phone Number

Your 2017–2018 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.

The verification process takes 2 weeks to complete after all required documentation has been received. Any documentation submitted between July 1, 2017 and August 31, 2017 could take up to 3 weeks to complete processing.

A. Number of Household Members and Number in College

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, 2017, through June 30, 2018, 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 their support and will continue to provide more than half of their support through June 30, 2018.

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, 2017, and June 30, 2018, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

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.

B. Verification of 2015 IRS Income Tax Return Information for Student Tax Filers

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after the end of the 2015 tax year on December 31, 2015.

Instructions: Complete this section if the student and spouse filed or will file a 2015 IRS income tax return(s).

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student will provide the school a **2015 IRS Tax Return Transcript(s) or a signed copy of your 2015 Tax Return**. To obtain a **2015 IRS Tax Return Transcript**, go to www.irs.gov/transcript, Click "Get Transcript by MAIL." *Or* "Get Transcript by ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To obtain by phone, call 1-800-908-9946. Contact the financial aid office if more information is needed about requesting a Tax Return Transcript from the IRS.

If the student and spouse filed separate 2015 IRS income tax returns, 2015 IRS Tax Return data must be provided for both.

____ Check here if a **2015 IRS Tax Return Transcript(s) or a signed copy of your 2015 Tax return** is provided.

____ Check here if a **2015 IRS Tax Return Transcript(s) or a signed copy of your 2015 Tax return** will be provided later.

C. Verification of 2015 Income Information for Student Nontax Filers

Important Note: 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 2015 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2015.
- The student and/or spouse were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. **[Provide copies of all 2015 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 ID number at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

D. Certification and Signature

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

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