

Office of Financial Aid  
565 West Adams Street, Suite 230  
Chicago, IL 60661  
(312) 906-5180 Phone  
(312) 906-5274 Fax

## Worksheet Overview

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, we will compare your FAFSA with the information on this verification form and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete each section, sign this verification worksheet, attach any required documents, and submit all forms to the Office of Financial Aid.

## Student Information

\_\_\_\_\_  
Last Name                      First Name

\_\_\_\_\_  
Campus-Wide ID (A#)

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State                      Zip Code

## Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. If you purposely give false or misleading information you may be fined, sentenced to jail, or both. We may require additional documentation if we have reason to believe that the information provided is inaccurate.

\_\_\_\_\_  
Print Student's Name

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

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

## Verification Form – Standard (Group V1)

### Section A: Number of Household Members and Number in College

List below the people in your household. Include yourself and your spouse. Please include your children if you will provide more than half of their support from July 1, 2018, through June 30, 2019, even if they do not live with you. Include 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 through June 30, 2019. Include the name 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. If you need more space, attach a separate page that includes your name and Campus-Wide ID Number at the top.

Full Name	Age	Relationship	College	Will be enrolled at least half time? (Y or N)
		Self		

### Section D: Tax Filers Check the box that applies:

- I used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into my FAFSA.
- I have not yet used the IRS Data Retrieval Tool (DRT) in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into my FAFSA once the 2016 IRS income tax return has been filed.
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and instead will provide the school a 2016 [IRS Tax Return Transcript\(s\)](#) (signature not required). If the student and spouse filed separate 2016 IRS income tax returns, 2016 IRS Tax Return Transcripts 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.

To obtain a IRS Tax Return Transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> and click "Get Transcript by Mail", "Get Transcript ONLINE" or call 1-800-908-9946. Make sure to request the "IRS Tax **Return** Transcript" and not the "IRS Tax **Account** Transcript." For more information see our website under Forms and Worksheets-IRS Tax Transcript Request Instructions. Married students that filed separate IRS income tax returns for 2016 or had a change in marital status after 12/31/16 please notify our office. You not be able to use the IRS DRT will need to submit 2016 IRS Tax Return Transcripts for student and spouse.

### Section D: Non-Tax Filers Check the box that applies:

*Note: Complete only if not required to file a 2016 IRS tax return.*

- Neither I or my spouse were not employed and had no income earned from work in 2016.
- I and/or spouse were 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 you and your spouse by your employer(s)]. List every employer even if the employer did not issue an IRS W-2 form. If you need more space, attach a separate page that includes your name and Campus Wide-ID number at the top.

Employers Name	2016 Amount	IRS W-2

### Section E: Confirmation of Non-filing:

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 tax authority. If appropriate, a similar confirmation from another taxing authority (e.g. a U.S. territory or a foreign government) is also acceptable.

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided later.