



2017-2018 Verification Worksheet

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This form may be submitted via email,
mail, fax, or in person

Office of Financial Aid
1950 Third Street
La Verne, CA 91750

Phone: (800) 649-0160
Fax: (909) 448-1629
finaid@laverne.edu

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for a process called "Verification". The law says that before awarding Federal Student Aid, University of La Verne must compare your FAFSA with the information on this worksheet and other required documents. **We cannot process your financial aid until you submit all the required verification documents. Failure to complete the verification process in a timely matter may result in the loss of aid.**

SECTION 1: STUDENT INFORMATION

Last Name

First Name

La Verne ID or SSN

Street Address (include apt. no.)

Cell Phone # or Alternate Phone #

City

State

Zip Code

SECTION 2: FAMILY INFORMATION

To determine your dependency statuses please visit: <http://studentaid.ed.gov/sites/default/files/fafsa-dependency.pdf>.

DEPENDENT STUDENTS

List below the people in the parents' household including:

- The student.
- The parent(s) (including a stepparent) even if the student doesn't live with the parent(s).
- The parents' other children if the parent(s) will provide more than half of the children's support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards even if the children do not live with the parent(s).
- Other people if they now live with the parent(s) and the parent(s) will provide more than half of their support and will continue to do so through June 30, 2018.

INDEPENDENT STUDENTS

List below the people in the student's household including:

- 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 the children's 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 you, you provide more than half of their support and will continue to do so through June 30, 2018.

Full Name	Age	Relationship	College (if applicable) in 2017-2018*
		<i>Self</i>	<i>University of La Verne</i>

List the college (excluding parents/stepparents for dependent students only) for all household members who will be enrolled in a degree/certificate program at least half-time between July 1, 2017 through June 30, 2018.



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La Verne ID: _____

SECTION 3: STUDENT'S TAX AND INCOME INFORMATION (check one)

TAX FILERS ONLY (See page 3 for instructions on how to submit your tax information.)

- ☐ Successfully used IRS Data Retrieval Tool to import my income information on the FASFA
- ☐ Attached is my 2015 Federal Tax Return Transcript from the IRS (See page 3 for instructions.)
- ☐ I submitted my 2015 tax transcript for verification in the 2016/2017 year.
- ☐ I have a Federal IRS Tax Extension and have completed the attached 2017-2018 IRS Extension Form
- ☐ I amended my taxes in 2015; attached is a signed copy of the 1040X that was filed with the IRS, and my 2015 Federal Tax Return Transcript from the IRS.

NON TAX FILERS ONLY

Attached is my IRS Verification of Non-filing Letter dated on or after October 1, 2016. (See page 3 for instructions.)

I worked but did not file taxes. Attached are copies of all my 2015 W-2s or

I was not employed in 2015 and had no income earned in 2015

Listed below are all my sources of income and financial support such as employment income, cash support, disability, social security, etc.

Source _____	Amount _____	Source _____	Amount _____
Source _____	Amount _____	Source _____	Amount _____

SECTION 4: PARENT(S) OR MARRIED STUDENT'S SPOUSAL TAX AND INCOME

DEPENDENT STUDENTS

If your parent(s) (including stepparent) are married or your biological parents are unmarried but live together, you **must** submit income information for **both** parents.

INDEPENDENT STUDENTS

If you are married, but did not file a joint federal tax return you must submit the federal tax return transcripts for both you and your spouse.

TAX FILERS ONLY (See page 3 for instructions.)

- ☐ Successfully used IRS Data Retrieval Tool to import my parent(s) income information on the FASFA
- ☐ Attached are my parent(s)/spouse 2015 Federal Tax Return Transcript(s) obtained from the IRS
- ☐ My parent(s)/spouse have a Federal IRS Tax Extension and have completed the 2017-2018 IRS Extension Form
- ☐ My parent(s)/spouse have amended their 2015 IRS tax return; attached is a signed copy of the 1040x that was filed with the IRS, and the 2015 Federal Tax Return Transcript obtained from the IRS. (See page 3 for Instructions)

NON TAX FILERS ONLY

Attached is my IRS Verification of Non-filing Letter dated on or after October 1, 2016. (See page 3 for instructions.)

My parent(s)/spouse worked but did not file taxes. Attached are copies of all their 2015 W-2s

My parent(s)/spouse were not employed in 2016 and had no income

Listed below are all my sources of income and financial support such as employment income, cash support, disability, social security, etc.

Parent 1/Spouse		Parent 2	
Source _____	Amount _____	Source _____	Amount _____
Source _____	Amount _____	Source _____	Amount _____



La Verne ID: _____

SECTION 5: PRINT AND SIGN THE WORKSHEET

If dependent, at least one parent who is listed on the FAFSA must sign this form. By signing this worksheet, I (we) certify that all the information reported on it is complete and correct. If I (we) indicated a non-tax filer status (i.e. not required to file or will not file) I (we) certify that I (we) are not required to file a federal income tax return for the 2015 year. Per Department of Education guidelines, I (we) understand that purposely giving false or misleading information on the FAFSA or this worksheet may result in loss of aid and additional penalties including fines, imprisonment, or both.

Student's Signature

Date

Parent Signature (Dependent Students Only)

Date

PLEASE NOTE:

How to Submit Your 2015 Tax Information

IRS Data Retrieval

1. The IRS Data Retrieval Tool is part of FAFSA on the Web and is the easiest way to submit your, your spouse's and/or your parents' tax information to our office. You must wait two weeks from the electronic filing date of your taxes to use the IRS Data Retrieval Tool on your FAFSA.

Instructions on how to use the IRS Data retrieval is as follows:

- a. Log into your FAFSA record at www.fafsa.ed.gov.
- b. Open your saved "2017-2018 FAFSA" and select "Make FAFSA Corrections."
- c. Navigate to the Financial Information section of the form.
- d. Under the "Student Tax Information" and/or the "Parent Tax Information," select that you have "Already Completed" the 2015 IRS income tax return.
- e. From there, follow the instructions to determine if you are **eligible** to use the IRS Data Retrieval Tool to transfer your, your spouse's and/or your parents' 2015 IRS income tax information into your FAFSA.
- f. Follow the instructions on how to load your, your spouse's and/or your parents' income information from the IRS back onto your FAFSA.
- g. Sign and submit your FAFSA. If you are a dependent student, your parent will also need to electronically sign your FAFSA.

Request 2015 Federal Tax Return

2. If you are not eligible or do not choose to use the IRS Data Retrieval Tool, you must provide a **COPY** of your, your spouse's and /or your parents' 2015 IRS Tax Transcript. **This transcript can only be generated by the IRS.**

To obtain a **FREE IRS Tax Return Transcript**, go to www.irs.gov and click on the "Get a Tax Transcript" link. Make sure to request the **IRS Tax Return Transcript** and **NOT** the Account Transcript. If you and your spouse or parents filed a separate 2015 tax return, you must submit a tax return transcript for **BOTH** you and your spouse, or both parents.

You can check the status of your financial aid by logging into your "MyLaVerne" account at https://banwebl.laverne.edu/prod/twbkwbis.P_WWWLogin.

How to obtain IRS Verification of Non-filing Letter

To obtain an IRS Verification of Non-filing Letter go to www.irs.gov, Tax Transcript, then to Nonfiling Letter.