

# THIEL COLLEGE

## 2018-19 Independent Student Verification Worksheet

Your Free Application for Federal Student Aid (FAFSA) was selected for “Verification”, a process in which certain information provided on the FAFSA is reviewed for accuracy and completeness. The law requires us to verify this information before awarding Federal aid. When applicable, the Financial Aid Office will make corrections to your FAFSA. All documents must be received within 21 days of receipt of this notice.

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Student's Last Name	First Name	MI	Thiel ID # or last 4 digits of SSN
<hr/>			<hr/>
Address (include apt. no.)			Date of Birth
<hr/>			<hr/>
City	State	ZIP Code	Phone number (with area code)

### Part 1 – HOUSEHOLD MEMBERS AND NUMBER IN COLLEGE

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

- The student
- The student's spouse, if 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, or if the children would be required to provide the student's information if they were completing a FAFSA for 2018-19.
- 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.

List **all** household members **including** those not in college. If in college, 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 more space is needed, attach a separate page with your name and ID number at the top.

Full Name	Age	Relationship	College	Enrolled at least half-time?
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Note: We may require additional documentation to verify that the information regarding the household members enrolled in an eligible postsecondary educational institution is accurate.

**Part 2 – INCOME VERIFICATION – Note: IRS 1040, 1040A or 1040EZ are not transcripts and are not acceptable.**

**Student Income**

**Check the box that applies:**

I used the IRS Data Retrieval Tool to transfer 2016 IRS income tax return information onto my 2018-19 FAFSA. **(If you check this box but did not successfully transfer your income information onto your FAFSA, you must submit your Tax Return Transcript or you are encouraged to go back to your FAFSA to use the IRS Data Retrieval Tool.)**

I did not (or could not) use the IRS Data Retrieval Tool and instead will provide the school a 2016 IRS Tax Return Transcript.

**To obtain a Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on “Get My Tax Record”, or complete IRS form 4506-T and send to IRS. If you have filed an amended return, you are also required to provide the school with a signed copy of your 2016 1040X (amended return).**

I am not required to file a 2016 federal income tax return because I was not employed and had no income earned from work in 2016. **You must submit a Verification of Non-filing form.**

I am not required to file a 2016 federal income tax return but was employed in 2016. List the names of all employers and the amount earned from each employer in 2016. **Copies of all 2016 IRS W-2 and/or 1099 forms are required. List every employer even if a W-2 was not issued and explain why one was not issued. You also must submit a Verification of Non-filing form.**

Employer’s Name	2016 Amount Earned	W-2 Attached?	If not, why not?

**Spouse’s Income**

**Check the box that applies:**

My spouse and I used the IRS Data Retrieval Tool to transfer 2016 IRS income tax return information onto the 2018-19 FAFSA. **(If you check this box but your spouse did not successfully transfer both of your income information onto the FAFSA, you must submit a Tax Return Transcript or you are encouraged to go back to the FAFSA to use the IRS Data Retrieval Tool. If you filed a joint return, the student’s Tax Transcript will contain information for both.)**

My spouse and I did not (or could not) use the IRS Data Retrieval Tool and instead will provide the school a 2016 IRS Tax Return Transcript.

**To obtain a Tax Return Transcript, go to [www.IRS.gov](http://www.IRS.gov) and click on “Get My Tax Record”, or complete IRS form 4506-T and send to IRS. If you have filed an amended return, you are also required to provide the school with a signed copy of your 2016 1040X (amended return).**

My spouse was not required to file a 2016 federal income tax return because he/she was not employed and had no income earned from work in 2016. **Student’s spouse must submit a Verification of Non-filing form.**

My spouse was not required to file a 2016 federal income tax return but was employed in 2016. List the names of all employers and the amount earned from each employer in 2016. **Copies of all 2016 IRS W-2 and/or 1099 forms are required. List every employer even if a W-2 was not issued and explain why one was not issued. Student’s spouse must submit a Verification of Non-filing form.**

Employer’s Name	2016 Amount Earned	W-2 Attached?	If not, why not?

**Part 3 – VERIFICATION OF CHILD SUPPORT PAID**

Did you or your spouse who is included in the household **pay** child support in 2016?

€ Yes

€ No

**If “Yes”, complete section below.**

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Age of Child	Amount of Support Paid in 2016

**Note: We may require additional information, such as a copy of the separation agreement or divorce decree that shows the amount of child support to be provided; a statement from the individual receiving the child support certifying the amount of child support received and the age of the child; or copies of the child support payment checks or money order receipts.**

**Part 4 – CERTIFICATION & SIGNATURES**

Each person signing this worksheet certifies that all of the information is true and accurate.

\_\_\_\_\_  
Student’s Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse’s Signature

\_\_\_\_\_  
Date

**\*\*Per federal regulations, no federal grants or loans can be awarded until all requested documentation has been received.**

Mail or Fax Worksheet and required documents within 21 days to:

Thiel College  
Financial Aid Office  
75 College Ave.  
Greenville, PA 16125

Fax: 724-589-2790

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

## Instructions for Verification

Attached is a Verification Worksheet which must be completed, signed and returned to the Financial Aid Office along with all required documents as indicated on the verification worksheet.

→ The most efficient way to verify income is by using the **IRS Data Retrieval Tool (DRT)** within your FAFSA application. If the Data Retrieval Tool was used successfully when completing the fafsa, the **Verification Worksheet** is all that is required.

If you did not originally use the DRT when you filed the FAFSA, you may submit a correction at [www.fafsa.gov](http://www.fafsa.gov) and use the tool instead of submitting an IRS Federal Tax Return Transcript. Some filers may not be able to use the IRS DRT and if that applies to you, submit the IRS Tax Return Transcript to this office.

A **Federal IRS Tax Return Transcript** can be obtained online or by mail, free of charge. Visit [www.irs.gov](http://www.irs.gov) (click on "Get My Tax Record"), or call 1-800-908-9946 or from the IRS site, print a 4506T form, complete and forward to the IRS at the address that will be indicated on the form. Be sure to request a 2016 "Return Transcript" and not an "Account Transcript".

If you filed an amended tax return for 2016, you must provide a copy of the Tax Return Transcript and a signed copy of the 2016 IRS form 1040X that was filed with the IRS.

→ If the student and/or spouse did not file, or is not required to file a 2016 Federal Tax Return, you must submit a 2016 **IRS Verification of Non-filing letter** from the IRS. This letter is required proof that the IRS has no record of a filed form 1040, 1040A or 1040EZ for the 2016 tax year. The Verification of Non-filing letter is a requirement for all students (including spouses) who did not file a federal tax return. Also required from the Non-filer are copies of all 2016 W-2 and/or 1099 forms. A separate letter must be received for both student and spouse.

If student and/or spouse was not employed in 2016 and had no income, an IRS Verification of Non-filing letter is still required for each.

To obtain the Verification of Non-filing letter, go to [www.IRS.gov](http://www.IRS.gov) (click on "Get My Tax Record"), or call 1-800-908-9946 or from the IRS site, print a 4506T form. Complete #1-5, check box 7, enter 2016 on line 9, sign and mail to appropriate address as listed on the form.

Financial Aid Office  
Thiel College  
75 College Ave.  
Greenville, PA 16125

724-589-2250

FAX: 724-589-2790