

THIEL COLLEGE

2021-22 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 14 days of receipt of this notice.

| | | | |
|----------------------------|------------|----------|------------------------------------|
| Student’s Last Name | First Name | MI | Thiel ID # or last 4 digits of SSN |
| Address (include apt. no.) | | | Date of Birth |
| 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, 2021 through June 30, 2022, or if the children would be required to provide the student’s information if they were completing a FAFSA for 2021-22.
- 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, 2022.

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, 2021, and June 30, 2022. If more space is needed, attach a separate page with your name and ID number at the top.

| Full Name | Age | Relationship | College Name | Enrolled at least half-time? |
|-----------|-------|--------------|--------------|------------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

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

Student Income

Check the box that applies:

- I used the IRS Data Retrieval Tool to transfer 2019 IRS income tax return information onto my 2021-22 FAFSA. **(If you check this box but did not successfully transfer your income information onto your FAFSA, you must submit a signed copy of your 2019 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2019 W-2 forms and/or 1099 forms or a 2019 Tax Return Transcript obtained from IRS.gov site.**
- I did not (or could not) use the IRS Data Retrieval Tool and instead will provide the school a **signed copy of my 2019 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2019 W-2 forms and/or 1099 forms or a 2019 Tax Return Transcript obtained from IRS.gov site. If you have filed an amended return, you are also required to provide the school with a signed copy of your 2019 1040X.**
- I am not required to file a 2019 federal income tax return because I was not employed and had no income earned from work in 2019. **You must submit a Verification of Non-filing form. (See instructions.)**
- I am not required to file a 2019 federal income tax return but was employed in 2019. List the names of all employers and the amount earned from each employer in 2019. **Copies of all 2019 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. (See instructions.)**

| Employer's Name | 2019 Amount Earned | W-2 Attached? | If not, why not? |
|-----------------|--------------------|---------------|------------------|
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Spouse's Income

Check the box that applies:

- My spouse and I used the IRS Data Retrieval Tool to transfer 2019 IRS income tax return information onto the 2021-22 FAFSA. **(If you check this box but your spouse did not successfully transfer income information onto the FAFSA, you must submit a signed copy of your spouse's 2019 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2019 W-2 forms and/or 1099 forms or a 2019 Tax Return Transcript obtained from IRS.gov site. (If you filed a joint return, the student's Tax Transcript or 1040 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 **signed copy of our 2019 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2019 W-2 forms and/or 1099 forms or a 2019 Tax Return Transcript obtained from IRS.gov site. If an amended return was filed, you are also required to provide the school with a signed copy of spouse's, or jointly filed, 2019 1040X.**
- My spouse was not required to file a 2019 federal income tax return because he/she was not employed and had no income earned from work in 2019. **Spouse must submit a Verification of Non-filing form. (See instructions.)**
- My spouse was not required to file a 2019 federal income tax return but was employed in 2019. List the names of all employers and the amount earned from each employer in 2019. **Copies of all 2019 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. Spouse must submit a Verification of Non-filing form. (See instructions.)**

| Employer's Name | 2019 Amount Earned | W-2 Attached? | If not, why not? |
|-----------------|--------------------|---------------|------------------|
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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, or could not, use the DRT when you filed the FAFSA, you are required to submit signed copies of your (and spouse's) 2019 Federal Tax Return (including schedules 1, 2, and 3, if applicable) and copies of all 2019 W-2 forms and/or 1099 forms or a 2019 Tax Return Transcript obtained from IRS.gov site. If you filed an amended tax return for 2019, you must also provide a signed copy of the 2019 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 2019 Federal Tax Return, you must submit a 2019 **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 for the 2019 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 2019 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 2019 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 (click on "Get Your Tax Record"), or call 1-800-908-9946 or from the IRS site, print a 4506T form. Complete #1-5, check box 7, make sure 12/31/2019 is on line 9, sign and mail to appropriate address as listed on the form.

Nontax filers unable to obtain the Verification of Non-filing: - Independent students (and spouse) who did not file and are not required to file an income tax return for the 2019 tax year, a written, dated, signed statement certifying that the individual has made a good-faith effort to obtain the required non-filing document from the IRS or other relevant tax authority and was unable to obtain the required documentation. It must also state that the individual did not and will not file a 2019 federal tax return and list sources of any income earned from work by the individual. In addition to the signed statement, copies of IRS Forms W-2, 1099 forms or an equivalent document, for each source of 2019 employment income received by the individual is required.

A separate letter must be received for student and for spouse.

Financial Aid Office
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