



DIVISION OF STUDENT AFFAIRS
OFFICE OF FINANCIAL AID

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2018–2019 Verification Worksheet Independent Student

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 the Office of Financial Aid 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. The school will send corrections electronically to have your information reprocessed. You must complete and sign this worksheet, attach any required documents, and submit to the Office of Financial Aid at Florida A & M University. You may be asked for additional information. Please submit the worksheet and required documents soon as possible so that your financial aid will not be delayed.

A. Independent Student's Information

_____ Last Name	_____ First Name	_____ M.I.	_____ ID Number
_____ Street Address (include apt. no.)			_____ Date of Birth
_____ City	_____ State	_____ Zip Code	_____ Email Address
_____ Home Phone Number (include area code)			_____ Alternate or Cell Phone Number

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2018 through June 30, 2019, or if the child would be required to provide your information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with you.
- 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 more space is needed, attach a separate page with your name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>	<i>Florida A&M University</i>	<i>Yes</i>

C. Independent Student’s Income Information to Be Verified

1. **TAX RETURN FILERS—Important Note:** If you (or your spouse, if married) filed, or will file, an amended **2016** IRS tax return, you must contact your financial aid administrator before completing this section.

Instructions: Complete this section if you, the student, filed or will file a **2016** income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer **2016** IRS income tax information into your FAFSA.*

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and, if married, my spouse’s) **2016** IRS income information into my FAFSA,
- I, the student, am **unable or choose not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2016 IRS tax return transcript(s)**—not photocopies of the income tax return. *To obtain an IRS tax return transcript, go to www.IRS.gov and click on the “Order a Return or Account Transcript” link, or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.”*
- Check here if an IRS tax return transcript(s) is attached to this worksheet.

2. **TAX RETURN NONFILERS**—Complete this section if you, the student (and, if married, your spouse), will not file and are not required to file a **2016** income tax return with the IRS.

Check the box that applies:

- The student (and, if married, the student’s spouse) was not employed and had no income earned from work in **2016**. You (and, if married, the student’s spouse) must request a Verification of Non-Filing Letter from the IRS and submit the letter as part of your financial aid verification materials. *To obtain a Verification of Non-filing letter go to www.IRS.gov and click on the “Order a Return Transcript” or call 1-800-908-9946.*
- The student (and/or the student’s spouse if married) was employed in **2016** and has listed below the names of all employers, the amount earned from each employer in **2016**, and whether an IRS W-2 form is attached. Attach copies of all **2016** W-2 forms issued to you (and, if married, to your spouse) by employers. *List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and SSN at the top.*

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

D. Independent Student’s Other Information to Be Verified

1. Complete this section if someone in the student’s household (listed in Section B) received benefits from the **Supplemental Nutrition Assistance Program or SNAP** (formerly known as food stamps) any time during the 2016 or 2017 calendar years.

- One of the persons listed in Section B of this worksheet received SNAP benefits in 2016 or 2017. If asked by my school, I will provide documentation of the receipt of SNAP benefits during 2016 and/or 2017.

2. Complete this section if you or your spouse, if married, **paid child support in 2016**.

- Either I, or if married my spouse who is listed in Section B of this worksheet, paid child support **in 2016**. I have indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that

was paid in **2016** for each child. If asked by my school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes your name and Social Security Number at the top.*

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support Was Paid	Amount of Child Support Paid in 2016
<i>Marty Jones(example)</i>	<i>Chris Smith(example)</i>	<i>Terry Jones(example)</i>	<i>\$6,000.00(example)</i>

E. Untaxed Income

Do not include financial aid, social security benefits, or welfare benefits. Be sure to enter N/A for items that do not apply

	Parent	Student
Payments to tax-deferred pension, amounts reported on the W-2 forms in Boxes 12a -12d, codes D, E, F, G, H and S		
Child Support Received		
Housing, Food, Other living allowances for military/clergy		
Veteran’s Non-Educational benefits(disability, death pension, Dependency& Indemnity Comp and/or VA Work-Study allowance		
Other Untaxed Income Not Reported(Worker’s Comp, Disability, etc)		

F. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse’s signature is optional.

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

Spouse’s Signature

Date

*Please submit the Verification Worksheet and supporting documents to:
Office of Financial Aid
101 Foote- Hilyer Administration Center
Tallahassee, FL 32307*

Please keep a copy for your records.