

Student's Name _____

ID # _____

Carson-Newman University 2018-2019 Verification Worksheet Dependent 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 and your parent/stepparent reported on your FAFSA. To verify that you provided correct information, the financial aid administrator at your school 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. You and at least one parent/stepparent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed. **PLEASE COMPLETE IN BLUE OR BLACK INK. FORMS COMPLETED IN PENCIL WILL NOT BE ACCEPTED.**

A. Dependent Student's Information

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

B. Dependent Student's Family Information

List below the people in the parent/stepparent(s)' household whose information was included on the FAFSA (**stepparent info should be included on the FAFSA**). Include:

- Yourself and your parent/stepparent(s) even if you don't live with your parent/stepparent(s).
- Your parent/stepparent(s)' other children if your parent/stepparent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parent/stepparent 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 your parent/stepparent(s).
- Other people if they now live with your parent/stepparent(s) and your parent/stepparent(s) 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/university for any sibling, 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 the student's name and ID number at the top.*

Household Members	Age	Name	College/University Attending	Enrolled at Least Half Time (Y/N)
<i>Student</i>			<i>CNU</i>	
<i>Parent/Stepparent</i>			<i>N/A</i>	
<i>Parent/Stepparent</i>			<i>N/A</i>	
<i>Sibling</i>				
<i>Sibling</i>				
<i>Sibling</i>				
<i>Sibling</i>				
<i>Sibling</i>				
<i>Other</i>				
<i>Other</i>				

C. 2016 INCOME INFORMATION FOR STUDENT AND PARENT TAX FILERS

Instructions: Complete this section if the student and/or parent filed a 2016 IRS income tax return. If the IRS Data Retrieval Tool (IRS DRT) was used when the FAFSA was initially filed and no changes were made to the transferred income information, then no additional income documentation is needed. If the student and/or parent did not use the IRS DRT option when the FAFSA was initially filed or the transferred information was changed or updated, then the student and/or parent must request a 2016 Tax Return Transcript directly from the IRS using one of the following options:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Check the box that applies to STUDENT tax filer

- The **student** used/or will use the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- The **student** will provide the school with a copy of their **2016 IRS Tax Return Transcript**.

Check the box that applies to PARENT tax filer

- The **student's parent(s)/stepparent** used/or will use the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- The **student's parent(s)/stepparent** will submit to the student's school a copy of the parent/stepparent's **2016 IRS Tax Return Transcript**.

If the parent(s)/stepparent filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.

D. 2016 INCOME INFORMATION FOR STUDENT AND PARENT NON-TAX FILERS

Check the box that applies to the STUDENT

- The **student** was not employed and had no income earned from work in 2016.
- The **student** was employed in 2016 but did not meet the minimum amount required to file a 2016 tax return. Copies of 2016 W2's **must** be provided. If no employer W2 was provided, please list below, the employer name and amount earned for 2016.

Employer's Name	2016 Amount Earned	W2 Provided Y/N

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Check the box that applies to the PARENT

- Neither **parent/stepparent** was employed nor had any income earned from work in 2016.
- One or both **parent/stepparents** were employed in 2016 but did not meet the minimum amount required to file a 2016 tax return. Copies of all 2016 W2's **must** be provided. If an employer W2 was not provided, please list below, the employer name and amount earned in 2016.

Employer's Name	2016 Amount Earned	W2 Provided Y/N

If you are a nontax filing parent/stepparent, you must provide documentation from the IRS indicating a 2016 IRS income tax return was not filed with the IRS. Please complete the enclosed 4506-T form and submit to the IRS for processing. DO NOT RETURN THIS FORM TO CARSON-NEWMAN.

E. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent/stepparent must sign and date.

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

Parent/Stepparent's Signature

Date

Parent/Stepparent's Email

Parent/Stepparent's Contact Phone #

***Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the financial aid administrator at your school.***

You should make a copy of this worksheet for your records.