

Student's Name _____

ID # _____

Carson-Newman University 2019-2020 Verification Worksheet Independent Student

Your 2019-2020 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 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 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. Independent 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. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if you will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA for 2019-2020. 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, 2020.

Include the name of the college/university 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, 2019 and June 30, 2020. *If more space is needed, attach a separate page with your 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>Spouse</i>				
<i>Child</i>				
<i>Child</i>				
<i>Child</i>				
<i>Other</i>				
<i>Other</i>				

C. THIS SECTION ONLY APPLIES TO STUDENT (AND SPOUSE IF APPLICABLE) 2017 TAX FILER

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year on December 31, 2017.

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 you did not use the IRS DRT option when the FAFSA was initially filed or the transferred information was changed or updated, then you must provide a copy of the student's (and if married, spouse's) 2017 IRS Tax Return Transcript. This information must be requested directly from the IRS by utilizing 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 (AND SPOUSE IF APPLICABLE) TAX FILER

The student used/or will use the IRS Data Retrieval Tool in FAFSA on the Web to transfer their 2017 IRS income information into their FAFSA.

The student will provide the school with a copy of their **2017 IRS Tax Return Transcript**.

If the student and spouse filed separate 2017 IRS income tax returns, then **2017 IRS Tax Return Transcripts** must be provided for the student and spouse.

D. THIS SECTION ONLY APPLIES TO STUDENT (AND SPOUSE IF APPLICABLE) 2017 NON-TAX FILER

The student (and, if married, the student's spouse) was not employed and had no income earned from work in 2017.

The student (and/or the student's spouse if married) was employed in 2017 but did not meet the minimum amount required to file a 2017 tax return. Copies of 2017 W2's **must** be provided. If a W2 cannot be provided, please list below, the employer name, amount earned for 2017, and the reason you cannot provide a W2.

Employer's Name	2017 Amount Earned	Reason for Not Providing

If you are a non-tax filing student or spouse, you must provide documentation from the IRS indicating a 2017 IRS income tax return was not filed. You will need to submit Form 4506-T to the IRS requesting your verification of non-filer letter. The form is located on the IRS web site under Forms & Instructions. You need to check Box 7 and the period requested will be 12/31/2017.

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E. 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 (not required)

Date

*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.