



Federal 2018-2019 VERIFICATION WORKSHEET

Student Aid Programs

What is Verification?

Your application was selected by the U.S. Department of Education for review in a process called "Verification". The Office of Student Financial Aid must compare information from your FAFSA with information you provide on this worksheet and other documents. If there are differences between your application information and the documents you submit, your application may need to be reprocessed. The Office of Student Financial Aid cannot make any federal financial aid payments available to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.

What You Should Do?

1. The U.S Department of Education **no longer allows a copy of tax returns** to satisfy the verification requirement. Instead, you may order a **TAX RETURN TRANSCRIPT** from the Internal Revenue Service online at www.irs.gov or by phone at 1-800-908-9946. Submit a **2016 Federal IRS Tax Return Transcript and 2016 W-2 forms** for yourself, your spouse (if married) or your parents/step-parent (if dependent). Note: If you used the IRS Data Retrieval tool to transfer your IRS income data to your FAFSA, you may not have to submit the IRS Tax Return Transcript.
2. Fill in and sign this worksheet – you and at least one parent (if dependent) must sign the certification on the back of this worksheet.
3. Submit the completed worksheet, tax return transcripts, 2016 W-2 forms and any other documents to The Office of Student Financial Aid, Building #3.
4. After a financial aid counselor reviews your information, you could be asked to submit additional documentation. When all the information has been reviewed and any necessary corrections made, you will be notified about your financial aid awards.

A. STUDENT AND FAMILY INFORMATION

Last name	First name	M.I.	Student ID #
Address (include apt. #)			Date of birth
City	State	ZIP	Phone number (include area code)

- INDEPENDENT STUDENTS:** List the people that you (and your spouse) will support between July 1, 2018 and June 30, 2019. **Include yourself, your spouse, and your dependent children.** Include other people only if they now live with you and you provide more than half their support and will continue to provide more than half their support from July 1, 2018 – June 30, 2019.
- DEPENDENT STUDENTS:** List the people that your parents will support between July 1, 2018 and June 30, 2019. **Include yourself, your parents, and your parents' other children** if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid. Include other people only if they now live with your parents and receive, and will continue to receive, more than half their support from them between July 1, 2018 and June 30, 2019.

FULL NAME	DATE OF BIRTH	RELATIONSHIP TO STUDENT	NAME OF COLLEGE
		SELF	Rhode Island College

****Include the name of the college for any household member, who will be enrolled at least half-time, in a degree 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. Please note: Parents enrolled in a degree or certificate program will not be included in the number in college for verification per federal regulations.**

Continued on other side

B. STUDENT'S (AND SPOUSE'S) INCOME & BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- I/we used the IRS Data Retrieval Tool to transfer my/our 2016 income information to the FAFSA.
- I/we did not (or could not) transfer my/our 2016 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached my/our **2016 IRS Tax Return Transcript(s)**.
- I/we was not required to file a 2016 Federal IRS Tax Return.
- **NOTE: Independent Students (and spouse): Attach a Verification of Non-Filing Letter available by going to IRS.gov or by completing form 4506-T and send to the IRS at the address on form**
 - **Complete the chart below if you had any earnings during 2016:** List employer(s) and the amount that was earned in 2016
 - **Attach copies of all 2016 W-2 and 1099 Forms**

Non-Tax Filers with 2016 earnings are federally required to submit a copy of W-2(s) from each employer to Rhode Island College with this form.

Name of Employer	Amount Earned in 2016	2016 W-2 and 1099 Forms received from employer?	2016 W-2 and 1099 Forms attached to this Form?
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: If more space is required, attach a separate page. If you lost or never received a W-2, contact your employer to request a copy or request a Wage and Income Statement from the IRS.

C. PARENTS' INCOME & BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- I/we used the IRS Data Retrieval Tool to transfer my/our 2016 income information to the FAFSA.
- I/we did not (or could not) transfer my/our 2016 income information to the FAFSA using the IRS Data Retrieval Tool. I/we have attached my/or **2016 IRS Tax Return Transcript(s)**.
- I/we was/were not required to file a 2016 Federal IRS Tax Return.
- **Attach a Verification of Non-Filing Letter for each parent who did not file, available by going to IRS.gov or by completing form 4506-T and send to the IRS at the address on form**
 - **Complete the chart below if you had any earnings during 2016:** List employer(s) and the amount that was earned in 2016
 - **Attach copies of all 2016 W-2 and 1099 Forms**

Non-Tax Filers with 2016 earnings are federally required to submit a copy of W-2(s) from each employer and a Verification of Non-Filing Letter to Rhode Island College with this form.

Name of Employer	Amount Earned in 2016	2016 W-2 and 1099 Forms received from employer?	2016 W-2 and 1099 Forms attached to this Form?
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note: If more space is required, attach a separate page. If you lost or never received a W-2, contact your employer to request a copy or request a Wage and Income Statement from the IRS.

D. CERTIFICATION AND SIGNATURE(S) FOR INDEPENDENT STUDENTS

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Student's Signature_____
Date_____
Spouse's Signature_____
Date**E. CERTIFICATION AND SIGNATURE(S) FOR DEPENDENT STUDENTS**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Student's Signature_____
Date_____
Parent's Signature_____
Date