

2018–2019 Standard Verification Worksheet V1-Independent Student

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “Verification”. The Student Financial Services at LIM College must compare information from your FAFSA with information you provide on this worksheet and with any other required documents. If there are differences, your Student Financial Services may require additional documentation and your FAFSA information may need to be corrected. You will not receive federal financial aid until all verification requirements are met and the necessary corrections made.

What You Should Do

1. If you (or your spouse, if married) are tax filers, obtain a **2016 IRS Tax Return Transcript** for yourself and your spouse. Request an IRS Tax Return Transcript online at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-908-9946. Make sure you select an IRS Tax Return Transcript and NOT the IRS Tax Account Transcript. Be sure to specify **tax year 2016** when making your request. In place of the transcript, the Student Financial Services Office can accept a complete signed copy of a preparer’s **2016 Federal Income Tax Return [Form 1040, 1040A or 1040EZ]** that was submitted to the IRS. **Important Note:** If you used the IRS Data Retrieval Tool to transfer your 2016 income data into your FAFSA, you may not have to submit the IRS Tax Return Transcript.
2. If you or your spouse had income earned from work in 2016, but did not and were not required to file a tax return, you each must provide all **W-2 forms** for tax year 2016 issued to each of you by your employers.
3. Complete Sections A-C of this worksheet – you must sign the Section D certification on page 2 of the worksheet.
4. Submit the completed worksheet, tax return transcript(s) and any other required documents to the Student Financial Services Office at LIM College.

A. Student’s Information

Student’s Last Name	First Name	M.I.	Student’s Social Security Number
Student’s Street Address (include apt. no.)			Student’s LIM ID
City, State, Zip Code			Student’s Date of Birth
Student’s Phone Number (include area code)			Student’s Email Address

B. Student’s Household Information

List the people you will support between July 1, 2018 and June 30, 2019. Include:

- Yourself and your spouse (if you are married)
- Your other children if you (or your spouse) provide more than half of their support, even if they don’t live with you.
- Other people if they now live with you and you now provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Write the name of the college below for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019.

If more space is needed, attach a separate page with student’s name and the last 4 digits of student’s SSN at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Example: Jane Smith</i>	<i>18</i>	<i>Sister</i>	<i>State University</i>	<i>Yes</i>
		Self		

Student Name: _____ Student SSN XXX-XX ____ _

C. Student/Spouse's Income Information to Be Verified

NOTE: Notify the Student Financial Services at LIM College if you and your spouse had a change in marital status after December 31, 2016 or filed (or will file) an amended 2016 IRS tax return.

Check the appropriate box (or boxes):

- I/we used the IRS Data Retrieval Tool in FAFSA-on-the-Web to transfer 2016 IRS income tax information into the FAFSA. [*The income tax information from the FAFSA will be used to complete the verification process.*]
- 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 to this worksheet a copy of my **2016 IRS Tax Return Transcript** or a signed preparer's copy of the **2016 Federal Income Tax Return (Form 1040, 1040A or 1040EZ)** that was submitted to the IRS.
- I/we have not filed (and are not required to file) a 2016 federal income tax return and I/we had no income earned from work in 2016.
- I/we have not filed (and are not required to file) a 2016 federal income tax return but I/we had income earned from work in 2016 as listed below. [*List every employer and the amounts earned in 2016, even if an IRS Form W-2 was not issued. You must attach copies of all 2016 IRS Forms W-2 that were issued to you by your employers.*]

If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.

Employer's Name	2016 Amount Earned	2016 IRS Form W2 Attached?
<i>Example: ABC Company</i>	<i>\$1367.75</i>	<i>Yes</i>

D. Certification and Signatures

I/we certify that all the information reported on this worksheet is complete and correct. I/we understand that if we purposely give false or misleading information, I/we could be fined, jailed, or both.

Student Signature	Date
Spouse Signature	Date

Do not mail this worksheet to the U.S. Department of Education. **Submit this worksheet to the Student Financial Services Office at LIM College. You should make a copy of this worksheet and all submitted documents for your records.**