



**2018-2019 Verification Worksheet**  
Federal Student Aid Programs

Your FAFSA was selected by the Department of Education for a process called "Verification." The law says we must ask you for this information before disbursing Federal Aid. If there are differences between your application information and your financial documents, Doane will need to make corrections electronically.

**What you need to do:**

1. Collect your (and your spouse's) required financial documents.
2. Return the completed worksheet and other documents Doane requests to the Financial Aid Office.
3. Contact the Financial Aid Office if you have questions about completing this worksheet.

**DO NOT SEND US YOUR 1040!**  
Per federal regulations, we cannot accept copies of your federal tax return.

**A. Student Information**

Last Name	First Name	M.I.	Social Security Number
Address (include apt. no.)		Date of Birth	
City	State	ZIP Code	Phone Number (include area code)

**B. Family Information**

List the members of your household, including:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support between July 1, 2018, through June 30, 2019, even if they do not live with you, and;
- 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 between July 1, 2018, through June 30, 2019.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2018, and June 30, 2019, and will be enrolled in a degree, diploma or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Missy Jones (example)	18	Sister	Central University
		Yourself (the student)	

**C. STUDENT'S Income Information**

1. Check only one box below.

- Check here if you filed taxes and used the IRS Data Retrieval Tool\* when you **originally** filed your FAFSA, or made a correction to include the IRS Data Retrieval Tool at a later time.
- Check here if you are attaching a copy of your 2016 IRS Federal Income Tax Return Transcript. **(Not a copy of the 1040)**
- Check here if you are not required to file a 2016 IRS Federal Income Tax Return. **(Proceed to line 2 below)**

\*The IRS Data Retrieval Tool is the simplest and preferred method to transfer your tax information.

2. If you are **not required** to file a 2016 Federal Income Tax Return, list below your employer(s) and any income received in 2016 **(attach W-2 forms or other earnings statements if available)**.

Sources	2016 Income
	\$
	\$
<i>If no earnings, write "none"</i>	\$

3. All nontax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2017 that indicates a 2016 IRS Federal Income Tax Return was not filed with the IRS. To request this documentation, visit **www.irs.gov** and click on Tools, Related Items, and Form 4506-T. For help completing this form, see the last page of this worksheet.

- Check here if a Verification of Non-Filing Letter for tax year 2016 is provided.
- Check here if the Verification of Non-Filing Letter will be provided later.

**D. SPOUSE'S Income Information (if student is married)**

1. Check only one box below.

- Check here if you filed taxes and used the IRS Data Retrieval Tool\* when you **originally** filed your FAFSA, or made a correction to include the IRS Data Retrieval Tool at a later time.
- Check here if you are attaching a copy of your joint 2016 IRS Federal Tax Return Transcript. **(Not a copy of the 1040)**
- Check here if you filed taxes separately and are attaching both 2016 IRS Federal Tax Return Transcripts.
- Check here if your spouse is not required to file a 2016 IRS Federal Income Tax Return. **(Proceed to line 2 below)**

\*The IRS Data Retrieval Tool is the simplest and preferred method to transfer your tax information.

2. If your spouse **did not file** and is **not required** to file a 2016 IRS Federal Income Tax Return, list below your spouse's employer(s) and any income received in 2016 **(attach W-2 forms or other earnings statements if available)**.

Sources	2016 Income
	\$
	\$
<i>If no earnings, write "none"</i>	\$

3. All nontax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2017 that indicates a 2016 IRS Federal Income Tax Return was not filed with the IRS. To request this documentation, visit **www.irs.gov** and click on Tools, Related Items, and Form 4506-T. For help completing this form, see the last page of this worksheet.

- Check here if a Verification of Non-Filing Letter for tax year 2016 is provided.
- Check here if the Verification of Non-Filing Letter will be provided later.

## E. Instructions for Nontax Filers Completing Form 4506-T Verification of Non-Filing

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Visit [www.irs.gov/form4506t](http://www.irs.gov/form4506t)

- Click on Form 4506-T under Current Products.
- Complete Sections 1a through 5.
- Click the box on line 7.
- Enter the date of 12/31/2016 on line 9.
- Click the box above the signature section.
- Print your completed Form 4506-T and sign.
- Mail or fax Form 4506-T to the address/fax number located in the middle column of the instructions attached to the 4506-T form for the state you lived in, or the state your business was in, when that return was filed.

**Identity Theft:** If you are unable to obtain an IRS Tax Return Transcript due to identity theft, please call 1-800-908-4490. You will be able to obtain an alternative document (TRDBV) that is acceptable for verification. We will also require a signed statement by the tax filer that they were a victim of IRS-related identity theft and that the IRS is aware of it.

## F. Sign this Worksheet

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Each person signing this worksheet certifies that all the information reported on it is complete and correct. If married, spouse's signature is optional. **No electronic signatures, please.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

<p>WARNING: If you purposefully give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.</p>
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*Please submit this form to the Financial Aid Office at Doane University.*