



INDEPENDENT VERIFICATION INSTRUCTION

1. **HOUSEHOLD and NUMBER IN COLLEGE** – Include in the space information about any household member who is, or 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, 2019, and June 30, 2020, and include the name of the college. List all people in the household in Section B, which include:
 - a. The student.
 - b. The student's spouse, if the student is married.
 - c. The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019, through June 30, 2020, even if a child does not live with the student.
 - d. Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2020.
2. **TAX FILER** - If the student and spouse filed or will file a 2017 IRS income tax return(s), and did not use the IRS Data Retrieval Tool when completing the FAFSA, then a **signed** copy of their Income Tax Return or Tax Transcript(s) must be submitted for verification. *(If student and spouse filed married but separate returns, both Income Tax Return or Tax Transcripts must be provided.)* The best way to verify income is by using the **IRS Data Retrieval Tool (IRS DRT)** that is part of the FAFSA on the web at www.fafsa.gov. In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. For student and spouse who cannot utilize the IRS DRT, you can request an Income Tax Return Transcript from the IRS. **Please write student's ASU Campus ID on IRS letter/transcript.** To complete the verification process provide one of the following:
 - a. **Return to your FAFSA (www.fafsa.gov) and use the IRS Data Retrieval Tool (IRS DRT)**
 - b. **Provide a signed copy of you and/or parent(s) 2017 Tax Return**
 - c. **Provide you and/or your parent(s) 2017 Tax Transcript**
 - i. **Get 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.
 - ii. **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days.
 - iii. **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. Transcript is generally received within 10 business day.
3. **NONTAX FILERS** – If the student and spouse will not file and are not required to file a 2017 tax return with the IRS. The student and spouse must provide documentation from the IRS dated on or after October 1, 2018 that indicates a 2017 income tax return was not filed with the IRS. **Please write student's ASU Campus ID on IRS letter.**
 - a. **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 "Verification of Non-filing Letter" and in the Tax Year field, select "2017." Transcript is generally received within 10 business days.
 - b. **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 "Verification of Non-filing Letter" and in the Tax Year field, select "2017." 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.
 - c. **Automated Telephone Request** – 1-800-908-9946, select "Option 2" and request an "IRS Verification of Non-filing Letter" and then enter "2017." Transcript is generally received within 10 business days.
 - d. **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. Transcript is generally received within 10 business days.



2019 – 2020 INDEPENDENT STUDENT VERIFICATION WORKSHEET

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Verification. The law states before awarding Federal Student Aid, we may confirm the information you and your spouse reported on your FAFSA. To verify that you provided correct information, the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are discrepancies, 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 Office. We may require additional information. If you have questions about verification process, contact us as soon as possible so that your financial aid will not be delayed.

Student's Information

First Name	Last Name	MI	ASU Campus ID	Date of Birth
Email			Home Phone Number	Cell Phone Number

Household Size Information

Please complete the information below:

Name of Each Household Member (Include student, spouse, children, others as applicable*)	Age	Relationship to Student	College or University Attending at least half-time
		Self	Angelo State University

*Others refers to household members receiving 50% or more support from you and your spouse.

☐ Check this box if there are more than six (6) household members, and continue to list these members on a separate page with the student's name and ASU Campus ID at the top right corner.

Tax Return Filer Information

Official Tax Return Transcripts are required for verification unless the Data Retrieval Tool (DRT) was used on the FAFSA. **Important Note:** If the student or spouse filed, or will file, an amended 2017 IRS tax return, then please contact the Financial Aid Office before completing this section. Check the box that applies:

Student

- ☐ Utilized the IRS Data Retrieval Tool in FAFSA.
- ☐ Attached a **signed** copy of my Income Tax Return or copy of Tax Transcript.
- ☐ Unable to use IRS DRT will provide a **signed** copy of my Income Tax Return or copy of Tax Transcript at later date.

Spouse

- ☐ Attached a **signed** copy of my Income Tax Return Transcript.

Nontax Filer Income Information

Complete this section if the student and spouse are not required to file a 2017 Tax Return. Check the box that applies:

Student

- ☐ Not employed and had no income earned from work in 2017 and providing IRS non-filer documentation.
- ☐ Filed 2017 Tax Return Extension. Please contact Financial Aid for more information.
- ☐ Worked in 2017 and provided all my W-2's. Complete the table below and provide IRS non-filer documentation.

Spouse

- ☐ Not employed and had no income earned from work in 2017 and providing IRS non-filer documentation.
- ☐ Filed 2017 Tax Return Extension. Please contact Financial Aid for more information.
- ☐ Worked in 2017 and provided all my W-2's. Complete the table below and provide IRS non-filer documentation.

Employer's Name	2017 Student Wages Earned	2017 Spouse Wages Earned

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS.

- ☐ Check here if confirmation of non-filing is provided.
- ☐ Check here if confirmation of non-filing will be provided later.

By signing this form, I certify that all of the information reported on this worksheet is complete and true.

Student Signature _____

Date ____/____/____

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

ASU Station #11015 | San Angelo, TX 76909 | 325-942-2246 | 800-933-6299 | 325-942-2082 (fax) | financial.aid@angelo.edu