

# TEMPLE COLLEGE

## 2019-20 INDEPENDENT STUDENT VERIFICATION WORKSHEET

Your 2019-20 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 using this worksheet and other required documents. If there are differences, your FAFSA information may need to be corrected. You and your spouse whose information was reported on the FAFSA must complete and sign this worksheet, attach any required documents, and submit them to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**Please complete the sections of this form according to the Verification Group marked with an “X” below or as indicated under “Missing Documents” on TConnect.**

<input type="checkbox"/>	<b>V1 - Standard</b>	Complete sections 1, 2, 3, and 5
<input type="checkbox"/>	<b>V4 - Custom*</b>	Complete sections 1, 2, 4, 5, and <u>Identity and Statement of Educational Purpose</u>
<input type="checkbox"/>	<b>V5 - Aggregate*</b>	Complete sections 1, 2, 3, 4, 5, and <u>Identity and Statement of Educational Purpose</u>

\* The Identity and Statement of Educational Purpose is available in the Financial Aid Office or can be found on the Temple College Website.

1. Student Information	
Name:	Student ID Number:
Address:	Date of Birth:
City, State Zip:	Phone Number:

2. Household Information
<p>List the people in your household. Include:</p> <ul style="list-style-type: none"> <li>• Yourself.</li> <li>• Your spouse, if you are married.</li> <li>• Your dependent children, if they will receive more than half of their support from you from July 1, 2019 through June 30, 2020.</li> <li>• Do not include children for whom child support is paid or foster children.</li> <li>• 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 from July 1, 2019 through June 30, 2020.</li> </ul> <p>If you need more space, please attach a separate page with the student’s name and ID at the top.</p>

Full Name	Age	Relationship	Name of College During 2019-20	Will be Enrolled in COLLEGE at Least Half Time? (Yes or No)
(Student)		Self		Yes

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### 3. Tax Forms and Income Information

#### STUDENT Tax Filing Information (Required: Check only one box below):

- Check here if you filed a federal income tax return for 2017. **REQUIRED:** If student used the **IRS DRT** in "FAFSA on the Web" to transfer 2017 income tax information into the FAFSA, no further action is required. If the **IRS DRT was not used**, the student must provide a copy of his or her **2017 IRS Tax Transcript**.
- Check here if you have one of the **unusual circumstances** related to income verification listed on page 3. **REQUIRED:** Write the unusual circumstance here and provide required documentation listed on page 3. \_\_\_\_\_
- Check here if you **worked in 2017** but will not file and are **not required to file** a 2017 federal income tax return. **REQUIRED:** You must contact the IRS to request a **Verification of Nonfiling** using **IRS Form 4506-T**. You **MUST ALSO** complete the table below and attach copies of all 2017 W-2 forms, or an equivalent document, issued to you, the student.

Employer's Name	2017 Amount Earned	IRS W-2 Provided?

- Check here if you were **not employed in 2017** and are not required to file a 2017 income tax return. **REQUIRED:** You **MUST** contact the IRS to request a **Verification of Nonfiling** using **IRS Form 4506-T**. You **MUST ALSO** write on the lines below to explain what income or other financial resources were used to cover expenses such as housing, utilities, food, etc. **DO NOT LEAVE BLANK!**
- \_\_\_\_\_
- \_\_\_\_\_

#### SPOUSE'S Tax Filing Information (Required: Check only one box below):

- Check here if your spouse filed a federal income tax return for 2017. **REQUIRED:** If your spouse used the **IRS DRT** in "FAFSA on the Web" to transfer 2017 income tax information into the FAFSA, no further action is required. If the **IRS DRT was not used**, your spouse must provide a copy of his or her **2017 IRS Tax Transcript**.
- Check here if your spouse had one of the **unusual circumstances** related to income verification listed on page 3. **REQUIRED:** Write the unusual circumstance here and provide required documentation listed on page 3. \_\_\_\_\_
- Check here if your spouse **worked in 2017** but will not file and is **not required to file** a 2017 federal income tax return. **REQUIRED:** Your spouse must contact the IRS to request a **Verification of Nonfiling** using **IRS Form 4506-T**. Your spouse **MUST ALSO** complete the table below and attach copies of all 2017 W-2 forms, or an equivalent document, issued to your spouse.

Employer's Name	2017 Amount Earned	IRS W-2 Provided?

- Check here if your spouse was **not employed in 2017** and are not required to file a 2017 income tax return. **Required:** Your spouse **MUST** contact the IRS to request a **Verification of Nonfiling** using **IRS Form 4506-T**. Your spouse **MUST ALSO** write on the lines below to explain what income or other financial resources were used to cover expenses such as housing, utilities, food, etc. **DO NOT LEAVE BLANK!**
- \_\_\_\_\_
- \_\_\_\_\_

A **2016 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **Get Transcript ONLINE** – Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- **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 can be downloaded from [www.irs.gov](http://www.irs.gov). The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

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### Verification of 2016 Income Information for Individuals with Unusual Circumstances

#### Filers of joint returns who are no longer married

Dependent Student: When dependent students' parents filed a joint return and have separated, divorced, married someone else, or been widowed, the students must submit a **2017 IRS Tax Transcript** and a copy of each **W-2 form** for the parent(s) whose tax information is on the FAFSA.

Independent Student: Similarly, an independent student must submit a **2017 IRS Tax Transcript** and a copy of each of his/her **W-2 forms** if he/she filed a joint return and is now separated, divorced, or a widow.

#### Individuals Who Filed an Amended IRS Income Tax Return

Individuals who filed an amended tax return for tax year 2017 must submit **BOTH** documents:

- A **2017 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that include all of the 2017 income and tax information required to be verified, **AND**
- A **signed copy** of the **2017 IRS Form 1040X**, "Amended U.S. Individual Income Tax Return," that was filed with the IRS. If the 2017 IRS Form 1040X is not available, individual must provide a 2017 IRS Tax Return Transcript **AND** a 2017 IRS Tax Account Transcript.

#### Individuals Granted a Filing Extension by the IRS and have not yet filed a Tax Return

If an individual is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS, provide **ALL** the following documents:

1. A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2017;
2. *If applicable*, a copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2017;
3. A "Verification of Nonfiling" using IRS Form 4506-T from the IRS dated on or after October 1, 2018;
4. A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2017; **AND**
5. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.

#### Individuals Who Were Victims of IRS Tax-Related Identity Theft

Individuals who are victims of IRS tax-related identity theft must submit to the institution:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS Identity Protection Specialized Unit at (800) 908-4490; **and**
- A statement signed and dated by the tax filer indicating that they were victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

Tax filers may obtain a TRDBV transcript and inform the IRS of the tax-related identity theft by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. The IPSU will first authenticate the identity of the tax filer, who can then ask the IRS to mail them a TRDBV transcript. The TRDBV transcript will look different than a regular IRS tax return transcript, but it is official and can be used for verification. Tax filers who cannot obtain a TRDBV transcript may instead submit another official IRS transcript or equivalent document provided by the IRS if it includes all of the income and tax information required to be verified. Unless the institution has reason to suspect the authenticity of the TRDBV transcript or the equivalent document provided by the IRS, a signature or stamp or any other validation from the IRS is not needed.

#### Individuals Who Filed Foreign Income Tax Returns

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
- A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.
- A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.
- Foreign Non-Filers: If another tax authority can provide documentation similar to the IRS that indicates the individual did not file taxes for the appropriate tax year, the individual must request such documentation and provide it to the institution. If such documentation does not exist, or if the individual is unable to obtain the documentation, the institution may accept a signed and dated statement from the individual listing total 2017 income earned and stating either that the tax authority does not provide such documentation or that the individual was unable to obtain the documentation after contacting the tax authority.

#### Individuals Who Cannot Get a Copy of Their IRS Tax Transcript

An individual who is unable to obtain a tax transcript from the IRS (or other relevant taxing authority) must submit to the institution: **{PLEASE NOTE THAT ALL 4 DOCUMENTS ARE REQUIRED}**

1. A **signed** copy of the relevant (i.e., applicant, spouse, or parent) 2016 IRS tax return that was filed with the IRS.
2. A **signed** statement from the tax filer, on or attached to the tax return, which certifies that the tax return submitted to the institution includes the same information that was submitted to the IRS.
3. Documentation from the IRS that the tax transcript request was unsuccessful.
  - a. For tax filers who requested a tax transcript using the IRS online transcript request process (Get Transcript Online or by Mail), a **signed and dated copy** of the screen shot from the official IRS Web page that displays a message indicating that the tax transcript request was unsuccessful.
  - b. For tax filers who requested a tax transcript using IRS Form 4506T-EZ or Form 4506-T, a copy of the IRS response that was mailed to the tax filer stating that the IRS could not provide the tax transcript. The copy of the IRS response must be **signed and dated** by the tax filer.
4. **And...** a completed and **signed** IRS Form 4506T-EZ or Form 4506-T that includes on line 5 the name, address, and telephone number of the institution as the third party to whom the IRS is to mail the 2016 IRS tax transcript

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### 4. Student's High School Completion Status

Provide one of the following documents indicating the student's high school completion status when the student will begin college in 2019-2020. Check the box of the document you will attach to this worksheet.

- A copy of the student's high school diploma.
- For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- For students in an "eligible career pathway program," documentation that they passed an approved Ability To Benefit (ATB) test or completed at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by Temple College.
- DD Form 214, Certificate of Release or Discharge from Active Duty, if it indicates student has a high school diploma or its equivalent.

***If you are unable to obtain any of the documentation listed above, you must contact the Financial Aid Office.***

### 5. Certification

By signing this worksheet, each person certifies that all the information reported on this form is complete and correct.

\_\_\_\_\_  
**Student's (handwritten) Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse's (handwritten) Signature (Optional)**

\_\_\_\_\_  
**Date**

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined up to \$20,000, sent to prison, or both.**