

Office of Student Financial Services University of Central Missouri P.O. Box 800 Warrensburg, MO 64093	1100 Ward Edwards Building Phone: 660-543-8266 Fax: 660-543-8080 Website : www.ucmo.edu/sfs	UCM Office Use Only
2018/2019 FAFSA Verification Worksheet		
Before your financial assistance for the 2018/2019 award year can be finalized, federal regulations require that certain data from your Free Application for Federal Student Aid (FAFSA) be verified for accuracy. Therefore, complete ALL sections of this worksheet and submit it to the UCM Office of Student Financial Services. DO NOT leave any section blank.		VRF19D / VRF19I
<i>This completed worksheet (along with photocopies of any required documents) should be mailed, brought, or faxed (660-543-8080) as soon as possible to the Office of Student Financial Services.</i>		

Student: _____ 700 _____
 Last Name First M.I. UCM ID Number:

Permanent/Home Mailing Address:

Number/Street/Apt. _____ Permanent/Home Telephone # _____
 City _____ State _____ Zip Code _____ Student Telephone or Cell # _____

Section A: Family Information

For FAFSA Verification purposes, you're classified as **Dependent** if you **were REQUIRED** to provide parental data on your FAFSA. You're classified as **Independent** if you were **NOT** required to provide parental data.

Dependent Students: List below the people in your **parent's household**. Include:

- yourself **and** your parent(s), including any stepparent who lives with you. **Don't include a non-custodial parent.**
- your parents' other children if your parents will provide more than half their financial support between July 1, 2018 and June 30, 2019, **and**
- other people if they now live with your parents, and your parents provide more than half of their financial support and will continue to provide more than half of their financial support between July 1, 2018 and June 30, 2019. However, do not include any foster children.
- Provide the name of the college or university (**or N/A**) that each family member (excluding your parents) will attend between July 1, 2018 and June 30, 2019.

Independent Students: List below the people in **your household**. Include:

- yourself (and your spouse, if you're currently married), **and**
- your children if you'll provide more than half of their financial support between July 1, 2018 and June 30, 2019 **and**
- other people if they now live with you, and you provide more than half their financial support and will continue to provide more than half of their financial support between July 1, 2018 and June 30, 2019.
- Provide the name of the college or university (**or N/A**) that each family member will attend between July 1, 2018 and June 30, 2019.

Full Name	Birthdate	Relationship to you	Name of College/University
<i>You (the student)</i>		<i>Self</i>	<i>University of Central Missouri</i>

Please continue on Page 2 ...

Section B: Income Information for 2016 Calendar Year (January 1, 2016 through December 31, 2016)

Student's Income (*Both Dependent and Independent status.*)

✓ **Check only one of the boxes below and ... do or submit the following:**

I filed or will file a 2016 Federal Income Tax Return ...	Use the IRS Data Retrieval Tool within FAFSA on the Web OR submit all pages of the 2016 Tax Return Transcript (see page 3).
I worked but am not required to file AND have not/will not file a 2016 Federal Income Tax Return(s) ...	All students: submit a 2016 W-2 Form or other annual earnings statement from your employer(s). Independent students: ALSO submit a 2016 Verification of Non-filing Letter from the IRS (see page 3).
I did not work and will not file a 2016 Federal Income Tax Return.	Independent students: submit a 2016 Verification of Non-filing Letter from the IRS (see page 3).
I corrected my 2016 Federal Income Tax Return using an Amended Return (Form 1040X) ...	1. A signed copy of the Form 1040X filed with the IRS, AND 2. A 2016 IRS Tax Return Transcript (see page 3).

Parent's Income (*Dependent status*) ... or **Spouse's Income**, if you're married (*Independent status*).

✓ **Check only one of the boxes below and ... do or submit the following:**

I (we) filed or will file a 2016 Federal Income Tax Return(s) ...	Use the IRS Data Retrieval Tool within FAFSA on the Web OR submit all pages of the 2016 Tax Return Transcript (see page 3).
I (we) worked but am/are not required to file AND have not/will not file a 2016 Federal Income Tax Return(s) ...	Submit both of these documents: 1) A 2016 W-2 Form or other earnings statement from your employer(s) and 2) A 2016 Verification of Non-filing Letter from the IRS (see page 3).
I (we) did not work and will not file a 2016 Federal Income Tax Return.	Submit a 2016 Verification of Non-filing Letter from the IRS (see page 3).
I (we) corrected my/our 2016 Federal Income Tax Return using an Amended Return (Form 1040X) ...	Submit both of these documents: 1) A signed copy of the Form 1040X filed with the IRS, AND 2) A 2016 IRS Tax Return Transcript (see page 3).

NOTE: For *married students* or *parents (married or unmarried)* **considered to be in the same household** -- If you and your spouse/partner **did not file** a joint return each spouse or parent must submit either a 2016 Tax Return Transcript or a 2016 Verification of Non-filing letter per the instructions above.

Section C: Additional Information – BOTH Dependent & Independent Status

No	Yes ★	READ CAREFULLY and answer as a Dependent or Independent student.
1		Independent students: did you and your spouse (if you are married) have less than \$10,000 income in calendar year 2016? ★ [IF YES, attach a written explanation signed by you to this worksheet. Your signed written statement must explain how you/your family was/were financially supported in 2016. Include all types and amounts of taxable and untaxed income and benefits that were received from any family members or relatives and any support received from private, community, state, or other resources.
2		Dependent students: did your parent(s) have less than \$10,000 income in calendar year 2016? ★ [IF YES, attach a written explanation signed by your parent to this worksheet. Their signed written statement must explain how your family was/were financially supported in 2016. Include all types and amounts of taxable and untaxed income and benefits that were received from any family members or relatives and any support received from private, community, state, or other resources.]

Section D: Signatures (Certification)

I (we) understand that the information provided on this FAFSA Verification Worksheet is complete and accurate. I (we) understand that **intentionally** providing false, inaccurate or misleading information can result in federal penalties.

Student

Date

Spouse (only if student is married)

Date

Parent (only if student is classified as Dependent)

Date

Detailed Instructions and Explanations: 2018/2019 FAFSA Verification Worksheet

2016 Tax Return Filed:

1. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) within FAFSA on the Web. If you and/or your parents used the IRS DRT when you completed your FAFSA on the Web, we should have your tax return data.
2. If you and/or your parent did **NOT** use the DRT, and you are eligible, you may re-submit your 2018/2019 FAFSA data at www.fafsa.gov and select the **IRS Data Retrieval Tool**.
3. If you cannot use the IRS DRT, you may obtain a **Tax Return Transcript** free-of-charge using one of these methods:
 - a. On-line or by mail at www.irs.gov/Individuals/get-transcript.
 - b. Order by phone: **1-800-908-9946**. You may try the IRS automated phone transcript service. Please note that an **IRS Tax Return Transcript** is the **ONLY** document we can accept to verify tax return data. The Return Transcript will be mailed to you within 5-10 calendar days.
 - c. Download and complete an *IRS Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript*. (The form may be downloaded from this IRS web site: www.irs.gov/pub/irs-pdf/f4506tez.pdf.) Mail or fax the completed form to the IRS.

2016 Tax Return NOT Filed: IF YOU ARE CONSIDERED A DEPENDENT STUDENT AND DID NOT FILE a tax return, you are NOT required to obtain a Verification of Non-filing Letter. HOWEVER, ANY INDEPENDENT STUDENT, STUDENT SPOUSE (if married), and ALL PARENTS (who are considered to be in the household of the dependent student) who DID NOT FILE a tax return, **MUST** obtain a **Verification of Non-filing Letter** from the IRS.

Verification of Non-Filer Letter

Choose one of two options listed below:

- 1) Get Transcript ONLINE: Go to <https://www.irs.gov/individuals/get-transcript> (You may have to turn off pop-up blockers.)
 - a. Click on Get Started or Log In as a Returning User (you must have a mobile phone, email address and ONE of the following: credit card, Mortgage, Home Equity Loan or Line of Credit, Auto Loan). If you do not meet the criteria, see #2.
 - b. Complete verification steps.
 - c. Create a username and password or login to preexisting account.
 - d. Use the address currently on file with the IRS.
 - e. Select the reason for getting a transcript "Higher Education/Student Aid".
 - f. Click on the year (2016) under "Verification of Non-Filing Letter". If this option does not appear for you then click 2016 under the Tax Return Transcript heading and submit this form to our office.
 - g. You can then print the letter to submit to our office.
- 2) Requesting Non-Filer letter via mail (Form 4506-T):
 - a. Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>
 - i. Complete the form in full. Read each line carefully.
 - ii. **Please do not use line 5, as mailing to a third party will slow the processing time.**
 - iii. Check box 7, Verification of Non-Filing.
 - iv. In box 9, indicate the tax year 12/31/2016.
 - v. Fax or mail to the appropriate number or address listed on page 2.

Please note: A taxpayer may fail to file a tax return even though there is a filing requirement. The verification of Non-Filer letter does not address whether or not the taxpayer should have filed a tax return. For information on who is required to file please visit this IRS link: <https://www.irs.gov/help/ita/do-i-need-to-file-a-tax-return>

Sign, date this worksheet and all required documents, and then submit the worksheet and documents to the Office of Student Financial Services:

Mailing Address:
Office of Student Financial Services
University of Central Missouri
P.O. Box 800
Warrensburg, MO 64093-5178

Hand carry to:
1100 Ward Edwards Bldg.
UCM Main Campus
Fax: 660-543-8080

Find detailed information about **FAFSA Verification for 2018/2019** at the UCM Financial Aid Policies page (<https://www.ucmo.edu/sfs/policies.cfm>).