

**Verification Worksheet
2018 - 2019**

Your application was selected by the U.S. Department of Education for review in a process called **“Verification”**. In this process, Tuskegee University will be comparing information from your application with your parents and your 2016 IRS Tax Return Transcripts, W-2 forms or other financial documents (if you are dependent) or if you are independent, you and your spouse’s. The law states Tuskegee University has the right to ask you for this information before awarding Federal Aid. If there are differences between your application information and your financial documents, you or Tuskegee University may need to make corrections electronically or by using your Student Aid Report (SAR). Complete this verification worksheet and submit it to the Tuskegee University Office of Financial Aid Services as soon as possible, so that your financial aid will not be delayed. Your Tuskegee financial aid counselor will be glad to assist you, the counselor’s name and e-mail address may be found on the TU Financial Aid Web Site.

STUDENT INFORMATION (ALL STUDENTS)

Last Name	First Name	MI	Student ID#	Social Security Number
Address			Date of Birth	Email Address
City	State	Zip Code	(Area Code) Phone Number	

FAMILY INFORMATION

Select your FAFSA Status (To be completed by both dependent and independent students)

Dependent Student

If you are a dependent student: (You are dependent if you were required to provide parental information on your FAFSA) List people that your parent(s) will provide more than half of their support between July 1, 2018 and June 30, 2019. **Include yourself, your parent(s), (including stepparents), dependent children and other people (if your parent(s) will provide more than half of their support, or if they would be required to give parental information when applying for financial aid).**

Independent Student

If you are an independent student: Give information about the people that you will provide more than half of their support between July 1, 2018 and June 30, 2019. Include yourself, your spouse and your dependent children or others for whom you will provide more than half of their support.

Write your name on the first line, and then name all household members in the spaces below. Also write in the name of the college for any household member (except parent) who will be attending college at least half-time in a degree or certification program between July 1, 2018 and June 30, 2019. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
		Student Applicant	Tuskegee University

The following page pertains to financial information related to **2016**. We highly encourage you (and your spouse or parents) to use the IRS Data Retrieval Tool on your FAFSA to transfer Federal tax information directly from the IRS to your FAFSA. **If you did not use the IRS Data Retrieval Tool when you completed your FAFSA, you may log back into your FAFSA at www.fafsa.ed.gov 1-2 weeks after the IRS accepts your return to complete this process.** If you choose not to use the IRS Data Retrieval Tool or if you are not eligible to use the IRS Data Retrieval Tool, you **MUST** submit an IRS Tax Return Transcript for **2016** for yourself and your parents (if dependent) or for you and your spouse (if married). **We cannot accept copies of the Federal Tax Returns (1040, 1040A or 1040EZ) for verification. The only exception to this is if your tax return is from Puerto Rico or a converted foreign income tax return.** To request a free Tax Return Transcript, you may 1) contact your local IRS Office (www.irs.gov/localcontacts), 2) call 1-800-908-9946 or 3) go to www.irs.gov to order one online (under Tools, click on Order a Transcript and make sure to select Tax Return Transcript).

Financial Information

Answer the question in #1 below. Then answer #2 or #3 below, if they apply to you or your parent.

1. Did you (the student) file taxes for 2016?


- Student has used the IRS Data Retrieval Tool on FAFSA on the Web.
- Attached is a copy of my **2016** IRS Tax Return Transcript.
- Student has not yet used the IRS Data Retrieval Tool but will use once a **2016** tax return is filed.
- NO**, I will not file and am not required to. List your **2016** income below and provide W-2 if applicable.

2. Did your spouse file taxes for 2016? (Independent Students Only)

- Spouse has used the IRS Data Retrieval Tool on FAFSA on the Web.
- Attached is a copy of my spouse's **2016** IRS Tax Return Transcript.
- Spouse has not yet used the IRS Data Retrieval Tool but will use once a 2016 tax return is filed.
- NO**, spouse will not file and is not required to. List your **2016** income below and provide W-2 if applicable.

3. Did your parent(s) file taxes for 2016? (Dependent Students Only)

- Parent(s) has used the IRS Data Retrieval Tool on FAFSA on the Web.
- Attached is a copy of my parent(s) **2016** IRS Tax Return Transcript.
- Parent(s) has not yet used the IRS Data Retrieval Tool but will use once a **2016** tax return is filed.
- NO**, my parent(s) will not file and are not required to. List **2016** income below and provide W-2 if applicable.

 *If you answered "NO" to the above questions please list your income below and provide a W-2 if applicable. (Attach page if additional is needed)

Name of Employer	Student Annual Amount Earned or Received in 2016	Spouse's Annual Amount Earned or Received in 2016	Parent(s) Annual Amount Earned or Received in 2016

 **Enter Zero if no funds were received.** Failure to complete this section will result in delay of your aid.


Verification of child support PAID (one child per line). If you need more space, attach a separate page.

Child Name:	Amount paid for the child in 2016:
	\$
	\$
	\$

If you are a recipient of Food Stamps (SNAP), indicate the amount received in 2016: _____

Tax Filers and non-tax filers must list any untaxed income received in 2016 below.

Student/Spouse	You may use your IRS Form 1040 or 1040A to complete this selection only. Do not submit your 1040 or 1040A to the school. Only IRS TAX TRANSCRIPTS ARE ACCEPTABLE.	Parent(s) (Step-parent)
2016 Untaxed Income		
\$	Untaxed IRA Distributions - untaxed portions of IRA distributions from IRS form 1040 - lines (15a minus 15b) or 1040A -lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Untaxed Pensions - Untaxed portions of pensions from IRS Form 1040 - lines (16a minus 16B) or 1040A -lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Education Credits - (American Opportunity, Hope or Lifetime Learning tax credit) from IRS Form 1040 - line 49 or 1040A 0 line 31.	\$
\$	IRA Deductions - IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040 - lines 28 + line 32 or 1040A -line 17.	\$
\$	Tax Exempt Interest - tax exempt interest income from IRS Form 1040 - line 8b or 1040A - line 8b	\$

 A. **SIGN BELOW!** By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent student, at least one parent must sign. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

STUDENT SIGNATURE		Date	PARENT /Spouse Signature (PARENT SIGNATURE REQUIRED FOR Dependent Students Only)	Date
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REVIEW, SIGN AND RETURN THIS FORM