



2019 – 2020 Verification Worksheet Independent Student

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for verification. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and in other required documents. **If there are differences, your FAFSA information will be corrected. You must complete and sign this worksheet, attach required documents, and submit the documents to the Albright College Financial Aid Office.**

A. Student's Information

Last Name	First Name	M.I.	Date of Birth	
Street Address (include apt. no.)		City	State	Zip Code
Email Address				
Home Phone Number (include area code)			Alternate or Cell Phone Number	

B. Student's Family Information

List the people in your household that you will support between July 1, 2019 and June 30, 2020. Include:

- **Yourself.**
- **Your spouse**, if you are married.
- **Your dependent children**, even if they do not live with you.

Include **other individuals** who reside in the household if:

- they live with you and you (and/or spouse) provide more than half of their support
- AND**
- will continue to provide more than half of their support through June 30, 2020.

*****Include all household members, age, and relation. If the household member will be enrolled at least half time, please note their postsecondary institution.**

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Marty Jones(example)</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

C. Student and Spouse Income Information

Complete this section if the student and/or spouse, filed a 2017 income tax return with the IRS.

<u>Student and/or Spouse</u>	
<input type="checkbox"/>	I have successfully used FAFSA's IRS Data Retrieval Tool to load and submit my (and my spouse's if applicable) income information onto the FAFSA. → Attach a copy of all 2017 W-2's
<input type="checkbox"/>	I have not yet, but will use FAFSA's IRS Data Retrieval Tool to transfer my (and my spouse's if applicable) income information onto the FAFSA (verification process will not be reviewed until this is completed) → Attach a copy of all 2017 W-2's → Instructions on Page 4
<input type="checkbox"/>	I am unable or chose not to use FAFSA's IRS Data Retrieval tool to transfer my (and my spouse's if applicable) income information. I have either attached a copy of my signed 2017 Tax Return or I will request the 2017 Return Transcript and submit to the office at a later date. → Attach a copy of all 2017 W-2's → Instructions on Page 4 if you <u>do not</u> have a copy of your 2017 Tax Return
<input type="checkbox"/>	I/We filed an Amended 2017 IRS Income Tax Return, was granted a filing extension by the IRS, was a victim of IRS Identity Theft, or filed a Non-IRS Income Tax Return. I/We will contact the Financial Aid Office for detailed instructions on how to complete verification. → Attach a copy of all 2017 W-2's

1.	Select any individuals who were self-employed in 2017. W-2 statements are <u>not</u> required for self-employed individuals. <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 15%;"><input type="checkbox"/> Student</td> <td>2017 Adjusted Gross Income _____</td> </tr> <tr> <td><input type="checkbox"/> Spouse</td> <td>2017 Adjusted Gross Income _____</td> </tr> </table>	<input type="checkbox"/> Student	2017 Adjusted Gross Income _____	<input type="checkbox"/> Spouse	2017 Adjusted Gross Income _____
<input type="checkbox"/> Student	2017 Adjusted Gross Income _____				
<input type="checkbox"/> Spouse	2017 Adjusted Gross Income _____				
2.	If your marital status has changed since the 2019-2020 FAFSA was filed, provide the month and year of the change and select one of the following: → Month and year in which the change occurred: _____ <input type="checkbox"/> Separated <input type="checkbox"/> Divorced or widowed <input type="checkbox"/> Married or remarried				

D. Non-Filer Instructions

Complete Section D only if the student and/or spouse were not employed or not required to file taxes in 2017.

Student

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and has listed below the names of all the student’s employers and the amount earned from each employer in 2017. Attach copies of all 2017 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

*****Student will need to submit non-filer statement using instructions on Page 4 to obtain.**

Spouse

- The student’s spouse was not employed and had no income earned from work in 2017.
- The student’s spouse was employed in 2017 and has listed below the names of all the parent’s employers and the amount earned from each employer in 2017. Attach copies of all 2017 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Employer’s Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

*****Spouse will need to submit non-filer statement using instructions on Page 4 to obtain.**

E. Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. **The student must sign this worksheet.**

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student’s Signature

Date

Spouse’s Signature

Date

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet via mail, fax or email:

Albright College Financial Aid Office
 Thirteenth & Bern Streets
 P.O. Box 15234
 Reading, PA 19612-5234
 Email: finaid@albright.edu
 Fax: 610-921-7729

(You should make a copy of this worksheet for your records.)

How to Obtain the Requested Documentation

IRS Data Retrieval Tool (Recommended)

The data retrieval option is the preferred method of submitting a transcript if available to the student and/or parent(s). This option is the fastest out of the two offered and will be submitted to Albright electronically within a few days.

1. Go to www.fafsa.ed.gov
2. Login to your account using your **FSA ID**
3. Select the **2019-2020** FAFSA application
4. Go to the **Financial Information** tab
5. Make sure the tax question reads **Already Completed**
6. Enter **Student FSA ID** and click on **Link to IRS**
7. Follow the prompts to go to the **IRS page** and **transfer** the tax return information into the FAFSA
8. Click **Next** after reviewing information
9. After retrieval has been completed for student (and spouse if applicable) proceed to the **Sign and Submit** page.

Ordering a 2017 Return Transcript (Follow the instructions below if you do not have a copy of your tax return.)

A student/spouse may obtain a transcript online or by mail. If the online option is available, you should have the transcript immediately. If the mail option is selected, the transcript will be mailed to the address on your tax return within the IRS quoted time of 5-10 calendar days. ***For spouse, if a separate return was filed student and spouse will need to request a transcript.**

1. Log on at www.irs.gov and select **“Get Your Tax Record”**
2. Select **“Get Transcript by Mail”** or **“Get Transcript Online”**
3. When you are on the page, **“Get Transcript”**, enter the following information: **Social Security Number, Date of Birth, Street Address and Zip Code**. Then select continue.
4. Once you have entered your personal information, under **“Type of Transcript”**, select **“Return Transcript”** **NOT** **“Account Transcript”**. Under **“Tax Year”** select **2017** then select continue.

Other Ways to Order a Return Transcript

- Complete a Form 4506-T or Form 4506T-EZ and mail it to the IRS (each form can be found at www.irs.gov)
- Call 1-800-908-9946 and follow the voice prompts

Requesting a Verification of Non-Filer Letter

- Retrieve Letter Online
 - Log on at www.irs.gov and select **“Get Your Tax Record”**
 - Select **“Get Transcript Online”**
 - Follow step by step instructions
- OR**
- Complete a Form 4506-T or Form 4506T-EZ and mail it to the IRS (each form can be found at www.irs.gov)
- OR**
- Call 1-800-908-9946 and follow the voice prompts

*****NEED YOUR W-2's? You can obtain a “Wage and Income Transcript” by completing form 4506-T at www.irs.gov which can be submitted in place of your W-2's. You may also contact the employer or person in charge of filing your taxes.**

Step by step picture instructions can be found on the Albright College Financial Aid Webpage at
<http://www.albright.edu/admit/home/home/financial-aid/forms-and-docs/>