

2018-2019 Verification Worksheet

STEP 1 - STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street & Number</i>	<i>City/State/Zip</i>
<i>Phone Number (Include Area Code)</i>	<i>Email Address</i>	

STEP 2 - Family Information

If you are a **DEPENDENT student**, list below the people that your parents will support between July 1, 2018 and June 30, 2019. Include:

- yourself, even if you don't live with your parents
- your parent(s) - (including step-parents)
- your parent(s)' other children (even if they don't live with your parent(s), and (a) your parent(s) will provide more than half of their support or (b) if they would be required to give parental information when applying for Federal Student Aid.)

If you are an **INDEPENDENT student**, include:

- yourself
- your spouse (if you are married)
- your children if you will provide more than half of their support from July 1, 2018 through June 30, 2019
- other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2018 through June 30, 2019

Include other people as part of your family only if:

- they now live with your parent(s) and received more than half of their support from your parent(s) **AND**
- they will continue to get more than half of their support from July 1, 2018 through June 30, 2019

Full Name	Age	Relationship	Name of College/Degree Program * (If at least half-time 2018-2019)
		<i>Self</i>	<i>SUNY Cobleskill</i>

** Parent college information is not required*

DO NOT LEAVE ANY QUESTIONS UNANSWERED.

STEP 3 - Student's Income Information

Did you work in 2016?

- ☐ Yes
☐ No

Check **ONLY** one box below.

- ☐ Check here if you did file a 2016 Federal Tax Return and you used the IRS Data Retrieval process when completing/updating your 2018-2019 FAFSA
☐ Attach a copy of your W-2(s)
- ☐ Check here if you did file a 2016 Federal Tax Return and a 2016 Federal Tax Return Transcript is attached (www.irs.gov).
☐ Attach a copy of your W-2(s)
- ☐ Check here if you did **NOT** file a 2016 Federal Tax Return and were not required to.
☐ If you did not file a 2016 Federal Tax Return but did work in 2016 and had earnings, please state the name of your employer(s) below and the total amount earned in 2016
☐ Attach a copy of your W-2(s)

Total Amount Earned in 2016 from employment: _____

Employer's Name(s) _____

STEP 4 - Parent or Spouse Income Information

Did you work in 2016?

- ☐ Yes
☐ No

Check **ONLY** one box below.

- ☐ Check here if you did file a 2016 Federal Tax Return and you used the IRS Data Retrieval process when completing/updating you 2018-2019 FAFSA
☐ Attach a copy of your W-2(s)
- ☐ Check here if you did file a 2016 Federal Tax Return and a 2016 Federal Tax Return Transcript (www.irs.gov) is attached.
☐ Attach a copy of your W-2(s)
- ☐ Check here if you did **NOT** file a 2016 Federal Tax Return and weren't required to.
☐ If you did not file a 2016 Federal Tax Return but did work in 2016 and had earnings, please state the name of your employer(s) below and the total amount earned in 2016
☐ Attach a copy of your W-2(s)

Total Amount Earned in 2016 from employment: _____

Employer's Name(s) _____

STEP 5 - Sign This Worksheet

By signing this worksheet, I certify all the information reported is complete and correct:

Student_____
Date_____
Parent Signature (IF student is dependent) / Spouse Signature (IF student is married)_____
Date

DO NOT LEAVE ANY QUESTIONS UNANSWERED.
YOU MUST "CHECK" A BOX FOR EACH QUESTION.

STEP 6 - VERIFYING INCOME INFORMATION

According to federal regulations, schools will no longer be able to accept photocopies of tax returns. The best way to verify income is by using the **IRS Data Retrieval Tool** when completing or updating your FAFSA on the web. If you do not use this method when completing or updating your FAFSA you must submit a **2016 IRS Tax Return Transcript**. To request an IRS Tax Return Transcript visit www.irs.gov and use Form 4506-T, or go to the "Get Your Tax Record" section on their website, or call 800-908-9946. Be sure to only request a Tax **Return** Transcript, NOT an Account Transcript.

After using the IRS Data Retrieval, tool students are advised to **not** make any changes to either parent(s)/student's income information on their FAFSA. Please contact the Financial Aid Office if you have had a change in income that is not reflected on your FAFSA.

How to Use the IRS Data Retrieval Tool?

The IRS Data Retrieval Tool transfers your IRS tax information directly into your FAFSA. To use the Data Retrieval Tool, complete the following steps:

1. Go to fafsa.ed.gov and select the "Start Here" button
2. Log in using your FSA ID
3. Select the "Continue" or "Make a Correction" button
4. Select the "Financial Information" tab from the top of the page.

Instructions for the parent to request the parent IRS information:

1. Go to "Parent Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, select which parent is providing information on the FAFSA
4. Enter the FSA ID for the parent providing the information
5. Click "Link to IRS"
6. Review the information displayed and select the "Transfer My Information into the FAFSA" option

Instructions for the student to request the student IRS information:

1. Go to "Student Financial Information" page
2. Answer the questions in the first box to see if you are eligible to use the IRS Data Retrieval Tool
3. If eligible, click "Link to IRS"
4. Review the information displayed and select the "Transfer My Information into the FAFSA" option
5. Proceed to the Sign and Submit page

DO NOT LEAVE ANY QUESTIONS UNANSWERED.