

Office of Student Financial Services  
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## 2017-2018 Independent Verification Worksheet

Your 2017–2018 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 and your spouse, if married, reported on your FAFSA. 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 with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Student's Information

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

### B. Student's Family Information

List below the people in your household. Include:

- Yourself
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards, even if they do not live with you.
- 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 through June 30, 2018.

Include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018. *If more space is needed, attach a separate page with the student's name and NEC ID Number at the top.*

Full Name	Age	Relationship	Name of College/University	Will be Enrolled at Least Half Time?
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

**C. Student & Spouse, if married, Income Information to Be Verified**

1. **STUDENT & SPOUSE WHO ARE TAX RETURN FILERS:** Complete this section if the student and spouse filed or will file a 2015 IRS income tax return(s). Indicate if the IRS Data Retrieval Tool on your FAFSA was used or submit a copy of your tax return transcript\* to NEC Student Financial Services. **Skip this section only if you and your spouse (if married) both completed section C #2 on page 3 of this worksheet as a NON-TAX Return Filer.**

Check the box that applies:

<p><b>Student</b> - Check one (1) box only if the student is a 2015 Tax Return Filer</p>	<p><b>Spouse</b> - Check one (1) box only if married and did not file 2015 taxes jointly</p>
<p><input type="checkbox"/> The student <b>has used</b> the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.</p>	<p><input type="checkbox"/> The spouse <b>has used</b> the IRS DRT in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.</p>
<p><input type="checkbox"/> The student is <b>unable to use</b> the IRS DRT in FAFSA on the Web, and has either included a copy of his/her <b>2015 IRS Tax Return Transcript</b> with this worksheet, or will request a copy of a <b>*2015 IRS Tax Return Transcript</b> be mailed to the student and s/he will then forward to Student Financial Services.</p>	<p><input type="checkbox"/> The spouse is <b>unable to use</b> the IRS DRT in FAFSA on the Web, and has either included a copy of his/her <b>2015 IRS Tax Return Transcript</b> with this worksheet, or will request a copy of a <b>*2015 IRS Tax Return Transcript</b>, which will be mailed to the spouse and s/he will then forward to Student Financial Services.</p>

\*A 2015 IRS Tax Return Transcript may be obtained and requested through:

- **Get Transcript by MAIL or ONLINE** – Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- **Automated Telephone Request** – 1-800-908-9946
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

Please refer to next page, page 3, of this worksheet if you and/or your spouse who is listed in your household is a NONTAX Return Filer.

2. **STUDENT & SPOUSE WHO ARE NON-TAX RETURN FILERS:** The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse **will not file** and are **not required to** file a 2015 income tax return with the IRS. \*Documentation from the IRS or other relevant tax authority dated **on or after October 1, 2016** that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority is **required**. **Skip this section only if you and your spouse (if married) both completed section C #1 on page 2 of this worksheet.**

<p><b>Student</b> - Check if Student is a 2015 NON-Tax Filer</p> <p><b>Please note:</b> As a Non-Tax Filer, a non-filing letter (request at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a>) is required and verification cannot be completed until this letter is received by Student Financial Services.</p> <p>____ *I have attached and will provide a <b>non-filing letter</b> with this form or understand that I must provide a letter at a later date.</p>	<p><b>Spouse</b> – Check, if married, and spouse is a 2015 NON-Tax Filer</p> <p><b>Please note:</b> As a Non-Tax Filer, a non-filing letter (request at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a>) is required and verification cannot be completed until this letter is received by Student Financial Services.</p> <p>____ *I have attached and will provide a <b>non-filing letter</b> with this form or understand that I must provide a letter at a later date.</p>
<p><input type="checkbox"/> The student was not employed and had no income earned from work in 2015.</p>	<p><input type="checkbox"/> Spouse was not employed and had no income earned from work in 2015.</p>
<p><input type="checkbox"/> *The student was employed in 2015, but was not required to file taxes and didn't file taxes. List below (in the table provided) the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.</p>	<p><input type="checkbox"/> *My spouse was employed in 2015, but was not required and did not file taxes. List below (in the table provided) the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. [Provide copies of all 2015 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.</p>
<p>List income below only for the student and spouse, if married, included in the household who earned income in 2015, but was not required to file taxes in 2015. SKIP if you completed Section C on page 2. Attach W-2 (s) and/or 1099(s) if taxes were not filed. <b>Please note</b> that a non-filing letter (request at <a href="http://www.irs.gov/individuals/get-transcript">www.irs.gov/individuals/get-transcript</a>) is required and verification cannot be completed until this letter is received by Student Financial Services.</p>	

Source of Income from Work in 2015	Student	Spouse	IRS W-2 or 1099 attached?
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Total Income from Work in 2015:	\$	\$	

**E. Certification and Signatures** (Electronic or typed signatures cannot be accepted, please sign in blue or black ink)

Each person signing this worksheet certifies that all of the information reported is complete and correct.

\_\_\_\_\_  
Student Signature (required) Date

\_\_\_\_\_  
Spouse Signature (optional) Date

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