



2018-2019 Independent V1 Worksheet (Standard Verification)

Financial Aid Office
3200 West C Street
Torrington, WY 82240
p: 307.532.8224
f: 307.532.8222
financialaid@ewc.wy.edu

Your application has been selected for review in a process called "Verification." In this process, the information from your Free Application for Federal Student Aid (FAFSA) will be compared with your and your spouse's (if applicable) Federal IRS tax information as well as other financial documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet. This worksheet and all required documents must be submitted to the Financial Aid Office at EWC.

STUDENT INFORMATION

Last Name	First Name	M.I.	EWC Student ID Number	Social Security Number <i>(last four digits)</i>
Mailing Address <i>(include apartment number)</i>			E-mail Address	
City, ST, Zip			Phone Number <i>(include area code)</i>	

FAMILY INFORMATION

Fill in the information below about the household member(s) you and your spouse (if applicable) will support between July 1, 2018 and June 30, 2019. **INCLUDE YOURSELF, YOUR SPOUSE (if applicable), YOUR CHILDREN AND ANY OTHERS WHO RECEIVE MORE THAN HALF OF THEIR SUPPORT FROM YOU.** List the name of the college other household member(s) will be attending if they are or will be enrolled in an eligible degree, diploma, or certificate program at a school eligible for Title IV funds for at least six credits any time between July 1, 2018 and June 30, 2019.

Full name of household member	Age	Relationship to student	College attending
		<i>Self</i>	<i>EWC</i>

STUDENT INCOME: See "Income Verification" on page two for more information.

- (Select one option in the list to the right and one option below): I have submitted: **OR** I plan to submit:
- I used the IRS Data Retrieval Tool process to transfer my 2016 IRS income tax return information when completing or updating my 2018-2019 FAFSA (See "Income Verification" for Instructions).
- *This option is not available for students who filed as "Married, Filing Separately."*
 - *If you received income earned from the Federal Work-Study Program, need-based employment portions of fellowships and assistantships, or a cooperative education program offered by a college in 2016, write in the type and amount you actually included on your 2016 Federal tax return: Type: _____ \$ _____*
- My **SIGNED** 2016 Federal IRS Tax Return Transcript or **SIGNED** and **FILED** 2016 income tax return is attached. (See "Income Verification" for Instructions).
- *If you received income earned from the Federal Work-Study Program, need-based employment portions of fellowships and assistantships, or a cooperative education program offered by a college in 2016, write in the type and amount you actually included on your 2016 Federal tax return: Type: _____ \$ _____*
- I worked in 2016, but was not required to file a tax return. My 2016 W-2s **and** an IRS Verification of Nonfiling Letter (*dated on or after October 1, 2017*) are attached. My earnings were: \$ _____.
- *If you were self-employed (including being paid "under the table" for babysitting, lawn care, etc.), please see "Income Verification."*
- I was not employed and had no income earned from work in 2016. I was not required to file a tax return, and I have attached an IRS Verification of Nonfiling Letter (*dated on or after October 1, 2017*).



SPOUSE'S INCOME: See "Income Verification" for more information.

ONLY COMPLETE THIS SECTION IF you meet both of the following criteria:

A) Selected "Married or Remarried" as your marital status on your FAFSA AND B) Did NOT file a joint tax return.

(Select one option in the list to the right and one option below): My spouse... has submitted: **OR** plans to submit:

- My spouse's SIGNED 2016 Federal IRS Tax Return Transcript or SIGNED and **FILED** 2016 income tax return is attached. (See "Income Verification" for Instructions).
- My spouse worked in 2016, but was not required to file a tax return. My spouse's 2016 W-2s and IRS Verification of Nonfiling Letter are attached. (See "Income Verification" for Instructions). My spouse's earnings were: \$ _____
- *The Verification of Nonfiling Letter must be dated on or after October 1, 2017.*
 - *If your spouse was self-employed (including being paid "under the table"), please see "Income Verification".*
- My spouse was not employed and had no income earned from work in 2016. My spouse was not required to file a tax return, and has attached an IRS Verification of Nonfiling Letter (*dated on or after October 1, 2017*). (See "Income Verification").

INCOME VERIFICATION

IRS Data Retrieval Tool (ONLY for 2016 Tax Filers who have an FSA ID):

The easiest way to verify income information for Single, Married Filing Jointly, and Head of Household tax filers is to use the IRS Data Retrieval Tool (DRT) when completing the FAFSA on the Web. To use the DRT, the student must log-in to the FAFSA at fafsa.gov with his/her FSA ID and select "Make Corrections." If the student was a 2016 tax filer and is attempting to use the DRT, the student will need to update the STUDENT 2016 tax return status, type of return, and filing status. Follow-up questions will determine the student's eligibility to use the DRT. If eligible to use the DRT, a button with the title "Link to IRS" or a hyperlink titled "View options to link to IRS" will be available on the screen. On the IRS website, confirm that the student information is correct, and type in the *exact* address used to file 2016 taxes. Click "Transfer Now." **If the transfer was successful, you will not be able to see/review the data elements, but instead will see data elements labeled as "Transferred from IRS."** Please re-sign and re-submit the FAFSA.

2016 SIGNED Federal IRS Tax Return Transcript or SIGNED and **FILED income tax return:**

To request an IRS Tax Return Transcript, please visit www.irs.gov/individuals/get-transcript to download and print your 2016 transcript immediately, or request the transcript be mailed to your address on record. Be sure to request a Tax Return Transcript, NOT an Account Transcript. The tax filer must sign (handwritten signature only) and date the Tax Return Transcript before submitting the document to EWC. If you cannot get the transcript online, please download Form 4506-T by clicking on the "Transcript types" hyperlink on the IRS Get Transcript website. Transcripts can be sent directly to EWC by entering EWC's address on Line 5. If the tax filer does *not* send the transcript directly to EWC, then he/she will need to sign (handwritten signature) and date the transcript before submitting. Transcripts can also be requested by calling the IRS Automated Telephone at 1-800-908-9946. If providing a tax return, you must include documentation indicating the return was filed, such as a preparer's name and PTIN on the return, or electronic confirmation of return submission. The return **MUST** be SIGNED before submitting to EWC. To request a copy of your income tax return from the IRS (if unable to procure one from an accountant or tax filing software), you may complete Form 4506. Returns can be sent directly to EWC by entering EWC's address on Line 5. If the tax filer does *not* send the return directly to EWC, then he/she will need to sign (handwritten signature) and date the return before submitting.

2016 SIGNED Verification of Nonfiling Letter (ONLY for those who did not file taxes OR for those who were granted an Extension):

To request an IRS Verification of Nonfiling Letter, please visit www.irs.gov/individuals/get-transcript to download and print your 2016 Verification of Nonfiling immediately, or request the letter be mailed to your address on record. The individual whose income is being verified will need to sign (handwritten signature only) and date the Letter before submitting the document to EWC. If you cannot get the letter online, please download Form 4506-T by clicking on "Transcript types" on the IRS Get Transcript website. Nonfiling letters can sent directly to EWC by entering EWC's address on Line 5. If the tax filer does *not* send the letter directly to EWC, then he/she will need to sign (handwritten signature) and date the letter before submitting. You must check box 7 "Verification of Nonfiling" to request this document.

2016 W-2 Forms and Income Information

Please provide a copy of all 2016 W-2 forms from your employer(s). If you do not have or are unable to receive a copy from your employer(s), please request an IRS Wage and Income Transcript at www.irs.gov/individuals/get-transcript. If you were self-employed and do not have W-2s, please submit a statement confirming that you were self-employed; include your name(s), the type/name of your business, and your net income. The individual whose income is being verified will need to sign (handwritten signature) and date the statement. **PLEASE NOTE:** you may be required to file a tax return even if you had low net earnings. Please refer to the IRS Tax Guide (Page 6, Chapter 1) for self-employment filing criteria.

CERTIFICATIONS AND SIGNATURES

By signing this worksheet, I/we certify that all of the information reported is complete and correct. I/we also acknowledge that I/we have read and agree to comply with all verification policies as stated by EWC in the College Catalog and on the EWC website. **Failure to submit information in a timely fashion may result in the application being filed as inactive** with no further consideration and no federal aid for the academic year. Student and spouse (if applicable) must sign:

Student's signature

Date

Spouse's signature

Date

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