



2018-2019 Dependent Institutional Verification Checklist

Financial Aid Office
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Torrington, WY 82240
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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 parent(s)’ Federal IRS tax information as well as other financial documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete the items listed on the checklist below. All required documents must be submitted to the Financial Aid Office at EWC. As part of the Institutional Verification process, you will need to submit the following:

A completed and signed Dependent V1 Verification Worksheet

Student Income Verification Information for the V1 Verification Worksheet

- **If you did not work**, you will need to check “I was not employed and had no income earned from work in 2016. I was not required to file a tax return” on the Dependent V1 Verification Worksheet. No further action is needed to verify your income.
- **If you did work, but you were not required to file a tax return**, you will need to check “I worked in 2016, but was not required to file a tax return” on the Dependent V1 Verification Worksheet. You will need to list the amount you earned in 2016, and you will need to submit a copy of all 2016 W2 forms.
 - If you were self-employed and do not have W-2s available, you will need to submit a statement that includes your name(s), the type/name of your business, your gross income, and why you were unable to provide W-2s (self-employment). The individual whose income is being verified will need to sign (handwritten signature) and date the statement before submitting to EWC. PLEASE NOTE: if net earnings were \$400 or more, you are required to file a tax return. Please see the IRS Tax Guide (Page 6, Chapter 1).
 - If you were not self-employed, and cannot find your W2 forms, you will need to request a copy from your 2016 employer(s). If you are unable to receive a copy from the employer(s), please request a Wage and Income Statement using the IRS “Get Transcript Online” feature, or by completing IRS Form 4506-T. Instructions for the form are included on our website
- **If you filed taxes in 2016 and used the IRS Data Retrieval Tool** (you would have gone to the IRS website *while completing the FAFSA*), you will need to check “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” on the Dependent V1 Verification Worksheet. If you earned income from a Federal Work-Study Program, need-based employment portions of fellowships and assistantships, or a cooperative education program offered by a college in 2016, please fill in the lines for the Type/Amount. No further action is needed to verify your income.
- **If you did not use or were unable to use the IRS Data Retrieval Tool, but did file 2016 taxes**, you will need to check “My signed 2016 Federal IRS Tax Return TRANSCRIPT(s) (this is different than a tax return) is/are attached” on the Dependent V1 Verification Worksheet.
 - Due to federal regulations, schools cannot accept tax returns. 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 complete Form 4506-T by clicking on the “Transcript types” hyperlink on the IRS Get Transcript website. Do NOT use the generic 4506 form as this requests tax returns rather than the required Tax Return Transcript. More specific instructions for the form are included on our EWC Financial Aid website. Transcripts can also be requested by calling the IRS Automated Telephone at 1-800-908-9946.

Parent Income Verification Information for the V1 Verification Worksheet

- **If you did not work**, you will need to check “I was not employed and had no income earned from work in 2016. I was not required to file a tax return” on the Dependent V1 Verification Worksheet. You will need to provide a Verification of Nonfiling Letter that is dated on or after October 1, 2016.
 - 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 complete Form 4506-T by clicking on the “Transcript types” hyperlink on the IRS Get Transcript website. Do NOT use the generic 4506 form as this requests tax

returns rather than the required Verification of Nonfiling Letter. More specific instructions for the form are included on our EWC Financial Aid website.

- **If you did work, but you were not required to file a tax return**, you will need to check “I worked in 2016, but was not required to file a tax return” on the Dependent V1 Verification Worksheet. You will need to list the amount you earned in 2016, and submit a copy of all 2016 W2 forms, and submit a Verification of Nonfiling Letter.
 - If you were self-employed and do not have W-2s available, you will need to submit a statement that includes your name(s), the type/name of your business, your gross income, and why you were unable to provide W-2s (self-employment). The individual whose income is being verified will need to sign (handwritten signature) and date the statement before submitting to EWC. PLEASE NOTE: if net earnings were \$400 or more, you are required to file a tax return. Please see the IRS Tax Guide (Page 6, Chapter 1).
 - If you were not self-employed, and cannot find your W2 forms, you will need to request a copy from your 2016 employer(s). If you are unable to receive a copy from the employer(s), please request a Wage and Income Statement using the IRS “Get Transcript Online” feature, or by completing IRS Form 4506-T. Instructions for the form are included on our website
 - 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 complete Form 4506-T by clicking on the “Transcript types” hyperlink on the IRS Get Transcript website. Do NOT use the generic 4506 form as this requests tax returns rather than the required Verification of Nonfiling Letter. More specific instructions for the form are included on our EWC Financial Aid website.
- **If you filed taxes in 2016 and used the IRS Data Retrieval Tool** (you would have gone to the IRS website *while completing the FAFSA*), you will need to check “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” on the Dependent V1 Verification Worksheet. This option is not available for “Married Filing Separately.” No further action is needed to verify your income.
- **If you did not use or were unable to use the IRS Data Retrieval Tool, but did file 2016 taxes**, you will need to check “My signed 2016 2016 Federal IRS Tax Return TRANSCRIPT(s) (this is different than a tax return) is/are attached” on the Dependent V1 Verification Worksheet.
 - Due to federal regulations, schools cannot accept tax returns. 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 complete Form 4506-T by clicking on the “Transcript types” hyperlink on the IRS Get Transcript website. Do NOT use the generic 4506 form as this requests tax returns rather than the required Tax Return Transcript. More specific instructions for the form are included on our EWC Financial Aid website. Transcripts can also be requested by calling the IRS Automated Telephone at 1-800-908-9946.

□ **A completed and signed Dependent Institutional Verification Worksheet (V6) –**

□ **A copy of ALL Student 2016 W2 Forms as required by Institutional Verification**

- If you were self-employed and do not have W-2s available, you will need to submit a statement that includes your name(s), the type/name of your business, your gross income, and why you were unable to provide W-2s (self-employment). The individual whose income is being verified will need to sign (handwritten signature) and date the statement before submitting to EWC. PLEASE NOTE: if net earnings were \$400 or more, you are required to file a tax return. Please see the IRS Tax Guide (Page 6, Chapter 1).
- If you were not self-employed, and cannot find your W2 forms, you will need to request a copy from your 2016 employer(s). If you are unable to receive a copy from the employer(s), please request a Wage and Income Statement using the IRS “Get Transcript Online” feature, or by completing IRS Form 4506-T. Instructions for the form are included on our website

□ **A copy of ALL Parent 2016 W2 Forms as required by Institutional Verification**

- If you were self-employed and do not have W-2s available, you will need to submit a statement that includes your name(s), the type/name of your business, your gross income, and why you were unable to provide W-2s (self-employment). The individual whose income is being verified will need to sign (handwritten signature) and date the statement before submitting to EWC. PLEASE NOTE: if net earnings were \$400 or more, you are required to file a tax return. Please see the IRS Tax Guide (Page 6, Chapter 1).
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