



# 2019-2020 Dependent V1 Worksheet (Standard Verification)

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 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) your parent(s) will support between July 1, 2019 and June 30, 2020. **INCLUDE YOURSELF, YOUR PARENT(S)** (including step-parent), **YOUR SIBLINGS, AND ANY OTHERS WHO RECEIVE MORE THAN HALF OF THEIR SUPPORT FROM YOUR PARENT(S)**. Include siblings (not parents) who are or will be enrolled in college at least half time (six credits) *per term* and who are also considered dependent for FAFSA purposes. 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 per term between July 1, 2019 and June 30, 2020.**

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

### STUDENT INCOME: See the "Income Verification" section 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 2017 IRS income tax return information when completing or updating my 2019-2020 FAFSA (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 2017, write in the type and amount you actually included on your 2017 Federal tax return: Type: \_\_\_\_\_ \$ \_\_\_\_\_
- My signed 2017 Federal IRS Tax Return TRANSCRIPT (this is different than a tax return) is attached. (See "Income Verification" for Instructions). (Only Foreign tax filers may submit signed photocopies of a tax return.)
- 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 2017, write in the type and amount you actually included on your 2017 Federal tax return: Type: \_\_\_\_\_ \$ \_\_\_\_\_
- I worked in 2017, but was not required to file a tax return. My 2017 W-2s are attached. My earnings were: \$ \_\_\_\_\_.
- For more information regarding W-2 Forms and Income (including self-employment), please see the "Income Verification" section.
- I was not employed and had no income earned from work in 2017. I was not required to file a tax return.



**PARENT(S)' INCOME:** See the "Income Verification" section below for more information.

(Select one option in the list to the right and one option below): My parent(s)...  have submitted: **OR**  plan to submit:

- My parent(s) used the IRS Data Retrieval process to transfer their 2017 IRS income tax return information when completing or updating my 2019-2020 FAFSA. (See "Income Verification" for Instructions).
- My parent(s)' signed 2017 Federal IRS Tax Return TRANSCRIPT(s) (this is different than a tax return) is/are attached. (See "Income Verification" for Instructions). (Only Foreign tax filers may submit signed photocopies of a tax return.)
- My parent(s) worked in 2017, but were not required to file a tax return. Their 2017 W-2s **and** IRS Verification of Nonfiling Letter(s) are attached. (See "Income Verification" for Instructions).  
Their earnings were: Parent 1: \$ \_\_\_\_\_ Parent 2: \$ \_\_\_\_\_
  - The Verification of Nonfiling Letter must be dated on or after October 1, 2017.
  - For more information regarding W-2 Forms and Income (including self-employment), please see the "Income Verification" section.
- My parent(s) were not employed and had no income earned from work in 2017. My parent(s) were not required to file a tax return, and have 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 2017 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 2017 tax filer and is attempting to use the DRT, the student will need to update the STUDENT 2017 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 2017 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.

If the parent(s) were 2017 tax filer(s) and are trying to use the DRT, a parent will need to update the parent 2017 tax return status, type of return, and filing status. If the parent tax filer is eligible to use the DRT, the parent will need to enter their PARENT FSA ID (only one parent needs an FSA ID) before the "Link to IRS" or "View option to link to IRS" option appears. The remainder of the process is THE SAME for the parent as the student.

**2017 SIGNED Tax Return TRANSCRIPT (Married- Filing Separately & Tax filers who did not or could not use the DRT):**

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 2017 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. Do **NOT** use the generic 4506 form as this requests tax *returns* rather than the required Tax Return Transcript. 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.

**2017 SIGNED Verification of Nonfiling Letter (ONLY for PARENTS 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 2017 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 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. 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.

**2017 W-2 Forms and Income Information**

Please provide a copy of all 2017 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, we certify that all of the information reported is complete and correct. We also acknowledge that 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 parent must sign:

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

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