



UNIVERSITY OF
NOTRE DAME
OFFICE OF STUDENT FINANCIAL SERVICES
FINANCIAL AID

**VERIFICATION WORKSHEET
INDEPENDENT STUDENT**

Student's Name _____ NDId _____
Last First

STEP 1 - Household Information – 2018-19 Academic Year

Carefully read the instructions, and in the chart below, include:

- Yourself
- Your spouse (if you are married)
- Your dependent 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 with you and you provide more than half of their support and will continue to do so from July 1, 2018 through June 30, 2019
- Provide college information for those attending at least half-time during the 2018-19 academic year in a program leading to a degree, diploma, or certificate

Full Name	Age	Relationship	Name of College	Undergrad/ Graduate	Half-time/ Full-time	Expected Grad Date
		<i>Self</i>				

STEP 2 - Student's 2016 Tax Filing Status

Did you file or were you required to file a 2016 U.S. Federal Income Tax Return?

- Yes.** I have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer my 2016 IRS income information into my FAFSA or attached a copy of my 2016 IRS Tax Return Transcript. Continue to STEP 3.
- No, and I had no earnings from work.** Submit a *Verification of Non-filing Letter* from the IRS for 2016 (obtained online at irs.gov or by calling 1-800-908-9946). Continue to STEP 3.
- No, but I had some earnings from work.** Submit a [Student Non-Tax Filer's Statement](#), all earnings statements (e.g., W-2, 1099-MISC) received in 2016, and a *Verification of Non-filing Letter* from the IRS for 2016 (obtained online at irs.gov or by calling 1-800-908-9946). Continue to STEP 3.

STEP 3 - Spouse's 2016 Tax Filing Status

- I am not married.** Continue to STEP 4.

If you are married, did your spouse file or was he/she required to file a 2016 U.S. Federal Income Tax Return?

- Yes.** I have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer my spouse’s 2016 IRS income information into my FAFSA or attached a copy of my spouse’s 2016 IRS Tax Return Transcript. Continue to STEP 4.
- No, and my spouse had no earnings from work.** Submit a *Verification of Non-filing Letter* for your spouse from the IRS for 2016 (obtained online at irs.gov or by calling 1-800-908-9946). Continue to STEP 4.
- No, but my spouse had some earnings from work.** Submit a *Non-Tax Filer’s Statement*, all earnings statements (e.g., W-2, 1099-MISC) received in 2016, and a *Verification of Non-filing Letter* for your spouse from the IRS for 2016 (obtained online at irs.gov or by calling 1-800-908-9946). Continue to STEP 4.

STEP 4 – Other 2016 Income Information

Please report all applicable income information for the student (and spouse) below for the 2016 tax year. Please indicate \$0 in any field that does not apply.

STUDENT (AND SPOUSE)	
	Child support PAID to another household during 2016 (attach separate sheet if needed).
\$	Paid for _____ Paid to _____
\$	Paid for _____ Paid to _____
\$	Paid for _____ Paid to _____
\$	Child support you RECEIVED for all children in 2016. Do not include foster care or adoption payments.
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study, AmeriCorps, and need-based portions of fellowships and assistantships.
\$	Combat pay that was taxable and included in your adjusted gross income.
\$	Housing, food, and other living allowance paid to members of (select one): ___ military or ___ clergy (including cash payments and cash value of benefits) Do not include value of on-base housing or basic military allowance for housing.
\$	Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances.
\$	Other untaxed income not reported elsewhere (e.g., workers’ compensation, disability, etc.). Source: _____
\$	Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form.

STEP 5 – Certification

I certify that all of the information reported on this worksheet is complete and correct. The student and student’s spouse must sign this worksheet. **Electronic signatures are not acceptable.**

Student Signature _____ Date _____

Spouse Signature _____ Date _____

Please submit signed and completed form, along with supporting documentation, to the Office of Financial Aid. Contact information provided below for email (preferred method) and mail.

University of Notre Dame | Office of Financial Aid | 115 Main Building | Notre Dame, IN 46556
 Email: faforms@nd.edu | Phone: (574) 631-6436 | Website: financialaid.nd.edu