

**VERIFICATION WORKSHEET
INDEPENDENT STUDENT**

Student's Name _____ NDId _____
Last First

STEP 1 - Household Information – 2019-20 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, 2019 through June 30, 2020
- 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, 2019 through June 30, 2020
- Provide college information for those attending at least half-time during the 2019-20 academic year in a program leading to a degree, diploma, or certificate

Full Name	Age	Relationship	Name of College	Undergraduate/ Graduate	Enrollment	Expected Grad Date
		<i>Student</i>				

STEP 2 - Student's 2017 Tax Filing Status

Did you file or were you required to file a 2017 U.S. Federal Income Tax Return?

- Yes.** I have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer my 2017 IRS income information into my FAFSA or attached a copy of my 2017 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 2017 (obtained by using the [IRS Get Transcript Tool](#) or filing the [IRS Form 4506-T](#)). Continue to STEP 3.

- No, but I had some earnings from work.** List below all sources and amounts of income from 2017 and submit all earnings statements (e.g., W-2, 1099-MISC) received in 2017. Submit a *Verification of Non-filing Letter* from the IRS for 2017 (obtained by using the [IRS Get Transcript Tool](#) or filing the [IRS Form 4506-T](#)). Continue to STEP 3.

Source of 2017 Income	W-2 or Equivalent Document Provided	Amount
		\$
		\$
		\$
TOTAL		\$

STEP 3 - Spouse's 2017 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 2017 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 2017 IRS income information into my FAFSA or attached a copy of my spouse's 2017 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 2017 (obtained by using the [IRS Get Transcript Tool](#) or filing the [IRS Form 4506-T](#)). Continue to STEP 4.
- No, but my spouse had some earnings from work.** List below all sources and amounts of income from 2017 and submit all earnings statements (e.g., W-2, 1099-MISC) received in 2017. Submit a *Verification of Non-filing Letter* for your spouse from the IRS for 2017 (obtained by using the [IRS Get Transcript Tool](#) or filing the [IRS Form 4506-T](#)). Continue to STEP 4.

Source of 2017 Income	W-2 or Equivalent Document Provided	Amount
		\$
		\$
		\$
TOTAL		\$

STEP 4 – 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.