## V1 - 2018–2019 Verification Worksheet Dependent Student

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for a review process. Certain applications are flagged by the federal processor due to federal edit. Due to this selection, the law says we must ask the student and at least one parent to confirm and provide information input on the FAFSA before awarding Federal Student Aid. To verify that you provided correct information a financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required 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, attach any required documents, and submit the form and required documents to the financial aid office at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Depende	ent Student's Inform		
Last Name	First Name	M.I.	Oregon Tech ID # (or Social Security #)
Street Address (	include apt. no.)		Date of Birth
City	State	Zip Cc	de Email Address
Home Phone Number (include area code)			Alternate Phone Number

## **B.** Dependent Student's Family Information

List below the people in your <u>parent(s)' household</u>. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

**Note:** Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019.

Full Name	Age	Relationship	College	Will be Enrolled at
				Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self		

Instructions for using the IRS Data Retrieval Tool on the FAFSA:

If you have not already used the tool:

- Go to FAFSA.gov and log in to your FAFSA record
- Select "Make FAFSA Corrections"
- Go to the Financial Information section of the form.
- Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool and select Link to IRS.
- Enter in required fields and submit. Once information populates, check the box allowing the above information to transfer to the FAFSA and select **Transfer Now**. Make sure you and your parent have **signed and resubmitted** the FAFSA.

Instructions for retrieving Tax Transcripts or Non-Filing Letter:

- Go to www.irs.gov
- Select Get Your Tax Record
- Click on Get Transcript by MAIL or ONLINE
- Enter in required information and select continue (if you filed Married filing Joint make sure you are entering in the information for the first person listed on the tax return)
- Under type of transcript select Return Transcript or Non-Filing Letter and for tax year select 2016 then continue

C.	Dependent Student's Income Information to Be Verified  Check the box that applies: (Only one box in this section needs to be selected)						
	I, the student, <u>have used</u> the <b>IRS Data Retrieval Tool</b> on FAFSA to transfer my 2016 IRS income information into my FAFSA on (See instructions above for using the Data Retrieval Tool (Date Data Retrieval Completed)						
	**Using the Data Retrieval option ensures a faster processing time for verification by the Oregon Tech financial aid office*						
	The student's <b>2016 IRS tax return tra</b> instructions above for getting IRS Tax Tra	anscript(s) is attached, NOT photocopies of the anscripts)	income tax return. (See				
	return, the financial aid office will ne filer completed a joint tax return but	urn or Filed Jointly and am now Single. If a filer of eed an IRS Tax Return Transcript <b>and</b> a SIGNED of is now single because of a divorce, separation, e tax return transcript are required. A tax return asufficient in this situation.	opy of the filed 1040x. If a or death of spouse, the W				
		was NOT required to file a Federal Tax Return a employers. List every employer and amount ea					
	Student Name	Employer's Name	2016 Amount Earned				
	Missy Jones	Suzie's Auto Body Shop	\$2000.00				

Student was not employed and had no income earned from work in 2016.

Parent's Income Information to B	<b>e Verified</b> — If two parents were repo	rted in Section	on B of this workshee
the instructions and certifications below	refer and apply to both parents.		
Check the box that applies: (Only one bo	x in this section needs to be selected)		
I, the student's parent(s), <u>have used</u> information into my FAFSA on	the <b>IRS Data Retrieval Tool</b> on FAFSA t  (Date Data Retrieval Completed)		y 2016 IRS income s above for using the
**Using the Data Retrieval option ensures a	faster processing time for verification by	the Oregon Te	ech financial aid office*
	hed my <b>2016 IRS Tax Return Transcript</b> actions above for getting IRS Tax Transcript		tocopies of the
☐ I amended my 2016 Federal Tax Retu	urn or Filed Jointly and am now Single.	f a filer comp	oleted an amended ta
return, the financial aid office will need a	an IRS Tax Return Transcript <b>and</b> a SIGN	ED copy of the	ne filed 1040x. If a file
completed a joint tax return but is now s	ingle because of a divorce, separation,	or death of s	pouse, the W-2 form
for all income showing on the tax return	transcript are required. A tax return tra	anscript is red	quired; the IRS Data
Retrieval Tool will be insufficient in this	situation.		
The parent(s) was employed in 2016	and was NOT required to file a Federa	l Tax Return	and:
	on Filing Letter (See instructions at the		
	016 W-2 forms issued to you (and, if m	•	
·	oyer and amount earned for 2016 belo		
Parent(s) Name	Employer's Name		2016 Amount Earned
Missy Jones	Suzie's Auto Body Shop		\$2000.00
niissy vones	Suzie i Huto Body Shop		Ψ2000.00
The parent(s) was not employed and Non Filing Letter. See instructions at Sign this Worksheet	d had no income earned from work in the top of the 2 <sup>nd</sup> page.	<b>2016</b> . I have	attached the IRS Tax
-	at all the infermention remarked on it is		d agus at The atual and
Each person signing this form certifies th	•	•	
and at least one parent must sign and da		ise or misiea	iding information on
this worksheet, you may be fined, sente	•	<b>.</b> .	
Parent	't forget to make copies for your own records.	Date	
5011	Please submit all documents to:		
	Oregon Tech Financial Aid Office		
	3201 Campus Drive		
544 005 4200 / J	Klamath Falls, OR 97601		:I)
541.885.1280 (pnone) 541	.885.1024 (fax) <u>www.oit.edu/faid</u> (website) doll	ars@oit.edu (e-	maii)

D.

E.

