

DVfV1

2018 – 2019 Dependent Verification Worksheet

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) has been selected for a process called verification. Federal law requires that an institution verify certain information that has been listed within the FAFSA before federal aid can be disbursed. To complete the federal verification process, the financial aid office will compare the information that has been listed on your FAFSA to the information listed on this worksheet along with other documents submitted. If there are differences, your FAFSA information will need to be corrected.

A. Student Information

Print: Last Name, First Name, M.I.

CofC ID

B. Family Information

List the people in your parent(s)' household, including:

- Yourself and your parent (“parent” refers to the parent that you lived with more during the 12 months prior to the date the FAFSA was filed and, if applicable, the person to whom that parent is legally married).
- Your parents’ other children if your parents will provide more than half their financial support between July 1, 2018 and June 30, 2019.
- Other people if they now live with your parents and your parents provide more than half of their financial support and will continue to provide more than half their support between July 1, 2018 and June 30, 2019.
- Provide the name of the college or university (or mark N/A) that each family member will attend between July 1, 2018 and June 30, 2019. They must be enrolled in a college degree or certificate program, not post-secondary as a high school student.
- For clarification on who should be included in the household visit <http://www.finaid.org/educators/pj/householdsize.phtml>.

Full Name	Date of Birth	Relationship	College
		Self (student)	College of Charleston

C. Student Tax Forms and Income Information

	Check only one box below:	Must submit the following:
<input type="checkbox"/>	I filed a 2016 Federal Income Tax Return.	Use the IRS Data Retrieval Tool within FAFSA on the web OR submit all pages of your 2016 IRS Tax Return Transcript.
<input type="checkbox"/>	I worked but I am NOT REQUIRED to file and will not file a 2016 Federal Income Tax Return.	Complete Student Non-Tax Filer form (see below for instructions).
<input type="checkbox"/>	I did NOT work in 2016 and will not file a 2016 Federal Income Tax Return. I was not required to file.	Nothing required.
<input type="checkbox"/>	I corrected my 2016 Federal Income Tax Return using an Amended Return (Form 1040X).	1. Submit a signed copy of the Form 1040X filed with the IRS 2. Submit a 2016 IRS Tax Return Transcript (see page 2 for instructions).

D. Parent(s)' Tax Forms and Income Information

	<i>Check only one box below:</i>	<i>Must submit the following:</i>
<input type="checkbox"/>	I (we) filed a 2016 Federal Income Tax Return.	Use the IRS Data Retrieval Tool within FAFSA on the web OR submit all pages of your 2016 IRS Tax Return Transcript.
<input type="checkbox"/>	I (we) worked but I am NOT REQUIRED to file and will not file a 2016 Federal Income Tax Return.	1. Verification of Non-Filing Letter from the IRS is REQUIRED (see below for instructions). 2. Complete Parent Non-Tax Filer form (see below for instructions).
<input type="checkbox"/>	I (we) did NOT work in 2016 and will not file a 2016 Federal Income Tax Return. I (we) were not required to file.	Verification of Non-Filing Letter from the IRS is <u>REQUIRED</u> (see below for instructions).
<input type="checkbox"/>	I (we) corrected my 2016 Federal Income Tax Return using an Amended Return (Form 1040X).	1. Submit a signed copy of the Form 1040X filed with the IRS 2. Submit a 2016 IRS Tax Return Transcript (see detailed instructions below).

Detailed Instructions and Explanations: 2018-2019 FAFSA Verification Worksheet

- The best way to verify income is by using the IRS Data Retrieval Tool option within your FAFSA. You may view an instructional video at <http://www.finaid.ucsb.edu/FAFSASimplification/step5.html>.
- If you cannot use the IRS Data Retrieval Tool, you may obtain a Tax Return Transcript using these methods:
 - On-line or by mail at www.irs.gov/Individuals/get-transcript.
 - Order by phone: **1-800-908-9946**. Please note the IRS TAX RETURN TRANSCRIPT is the ONLY document that we can accept to verify tax return data.
- If you DID NOT FILE a tax return:
 - You must complete the Parent/Student Non-Tax Filer form found on Financial Aid downloads form page @ <http://finaid.cofc.edu/download-forms/index.php>; and,
 - A Verification of Non-Filing Letter from the IRS is REQUIRED for those that did not file a 2016 IRS tax return. Request this letter by contacting the IRS at 1-800-908-9946 or www.irs.gov/individuals/get-transcript.
- If you intend to email your documents, in order to meet our security protocols, please mark out all but the last 4 of your social security number from all documents. If faxing, this is not necessary.

A. Sign This Worksheet

By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct.

Student Date

Note: Electronic signatures are NOT acceptable.

Parent Date

Note: Electronic signatures are NOT acceptable.

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

Sign and date this worksheet and all required documents. You may submit the worksheet along with all required forms to:

Office of Financial Assistance and Veteran Affairs
66 George Street Charleston, SC 29424
P:843.953.5540 F:843.953.7192
Email: financialaid@cofc.edu