2018-2019 **Standard** Verification Worksheet

**Independent Student**

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid office at Lewis & Clark. We may ask for additional information. If you have questions about verification, contact the Financial Aid office as soon as possible so that your financial aid will not be delayed.

### Independent Student's Information

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>Student's First Name</th>
<th>Student's M.I.</th>
<th>Student's Social Security Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student's Street Address (include apt. no.)</th>
<th>Student's Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Student's Email Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student's Primary Phone Number (include area code)</th>
<th>Student's Alternate Phone Number</th>
</tr>
</thead>
</table>

### Independent Student's Family Information

**Step 2** -

List below the people in your household. Include:

- Yourself.
- Your Spouse.
- Your Dependent(s)*
- Other Dependent(s)*

*Include dependent(s) for whom you will provide more than half of their support from July 1, 2018 through June 30, 2019 or if the dependent would be required to provide your information if they were completing a FAFSA for 2018-2019.

**Number in College:** Include the name of the college for any household member who will be enrolled at least half time (6hrs), in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018 through June 30, 2019.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Enrolled At Least Half Time (6hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty Jones</td>
<td>28</td>
<td>Wife</td>
<td>Central University</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Self</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student’s Tax Filing Status – Tax Year – 2016

Step 3 - Have you filed a 2016 U.S. federal income tax return?

_____ YES, Continue to Step 4.
_____ NO, Continue to Step 5.

TAX FILER Section

Step 4 - Check one that applies:

_____ I, the student (and spouse), used the IRS Data Retrieval Tool in FAFSA on the Web for my 2018-2019 FAFSA.

_____ I, the student (and spouse), was unable to use the IRS Data Retrieval Tool in FAFSA on the Web for 2018-2019, and have submitted or will submit to the school a 2016 IRS Tax Return Transcript and 2016 W2(s).

Instructions to obtain a 2016 IRS Tax Return Transcript:

- Online Request - Go to www.irs.gov. Under the “Tools” menu, click "Get a Tax Transcript". Request “Return Transcript” for “Tax Year 2016”. *Please allow at least 10 days to receive it if requesting via mail.

- Telephone Request - 1-800-908-9946

Note: A photocopy of your tax return is prohibited.

NON-TAX FILER Section

Step 5 - Check one that applies and provide Confirmation of Non Filing:

_____ I, the student (and spouse) was NOT employed and had no income earned from work in 2016.

_____ I, the student (and spouse) was employed in 2016, but was NOT required to file taxes and have listed below the names of all the employers and the amount earned. You must provide your W2(s).

*Effective for 2018-2019, per the federal government, you must provide confirmation of nonfiling.

An IRS Verification of Nonfiling Letter can be obtained online using the IRS Get Transcript service. If you cannot obtain one online for whatever reason, it must be obtained by completing and checking box 7 on the IRS Form 4506-T, Request for Transcript of Tax Return, and mailing it to the IRS. Online Request - Go to www.irs.gov. Under the “Tools” menu, click "Get a Tax Transcript". Request “Return Transcript” for “Tax Year 2016”. You can log on to Financial Aid Self-Service via Blackboard at https://blackboard.lc.edu to download the IRS Form 4506-T under your “Required Documents”. If neither you nor your spouse (if applicable) filed taxes, you both will have to provide verification of nonfiling.

*List every employer even if they did not issue an IRS W-2 form. Please note employers are required by law to issue w2(s).

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>2015 Amount Earned</th>
<th>IRS W-2 Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzy’s Auto Body Shop</td>
<td>$2,000.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>
**Step 6 - Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse’s signature is optional.

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

_________________________________________  ______________________
Student’s Signature                          Date

_________________________________________  ______________________
Spouse’s Signature                           Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.