



V1

## 2019–2020 Verification Worksheet V1 Independent: Standard Verification

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. The Department of Education requires completion of verification before awarding any Federal Student Aid. You must submit any required documents to verify that you provided correct information on the FAFSA. To verify that you provided correct information, we 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 submit this completed form and other required documents to the Office of Financial Aid as soon as possible to ensure your financial aid will not be delayed.

### SECTION A: STUDENT’S INFORMATION

Last Name	First Name	Student Number
Street Address		Date of Birth
City	State	Zip Code
Home Phone		Email Address
		Cell Phone or Alternate Phone

### SECTION B: NUMBER OF HOUSEHOLD MEMBERS AND NUMBER IN COLLEGE

Number of Household Members: List below the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2019, through June 30, 2020, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person’s support and will continue to provide more than half of that person’s support through June 30, 2020.

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020, and include the name of the college.

Full Name	Age	Relationship	College	Enrolled at Least Half Time? (Yes or No)
		<i>Self</i>	<i>Trenholm State Community College</i>	

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#### SECTION C: VERIFICATION OF 2017 INCOME INFORMATION FOR STUDENT TAX FILERS

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

**Instructions:** Complete this section if the student and spouse filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a copy of **2017 Tax Return or 2017 IRS Tax Return Transcript(s)**.

A **2017 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- Get Transcript Online – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan).
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request. Select Option 2 to request the 2017 IRS Tax Return Transcript.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 Tax Return or IRS Tax Return Transcript(s)** must be provided for each.

\_\_\_\_\_ Check here if a **2017 Tax Return or IRS Tax Return Transcript(s)** is provided.

\_\_\_\_\_ Check here if a **2017 Tax Return or IRS Tax Return Transcript(s)** will be provided later.

Name \_\_\_\_\_

Student Number \_\_\_\_\_

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### SECTION D: VERIFICATION OF 2017 INCOME INFORMATION FOR STUDENT NONTAX FILERS

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2017 income tax return with the IRS.

Check the box that applies:

The student and spouse were not employed and had no income earned from work in 2017 and must provide a statement of non-filing from the IRS.

**If you did not have income for 2017, you must complete the 2019-2020 Low Income Verification Form located at [www.trenholmstate.edu](http://www.trenholmstate.edu) and submit along with the V1 Independent Worksheet.**

The student and/or spouse were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

### SECTION E: CERTIFICATION AND SIGNATURE

Each person signing below certifies that all the information reported is complete and correct. **I give Trenholm State authorization to submit corrections to my ISIR for verification purposes.**

**WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

Name \_\_\_\_\_

Student Number \_\_\_\_\_

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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.

**Trenholm State Community College**  
**Financial Aid Office**  
**PO Box 10048**  
**Montgomery, AL 36108**  
**Phone: 334-420-4317**  
**Fax: 334-420-4343**  
**Email: [finaid@trenholmstate.edu](mailto:finaid@trenholmstate.edu)**