KINGS COLLEGE 2019-2020 VERIFICATION WORKSHEET

Independent V-1

Your 2019/2020 Free Application for Federal Student Aid (FAFSA) was selected for a process known as verification. We are required to compare information from your FAFSA with information/documentation you provide on this worksheet for accuracy. If there are differences, we are required to update your FAFSA. Submit all requested documentation with this worksheet to reduce processing time. **You will not receive federal aid until all verification requirements are met.**

Student Information:

____ _______________________
Last Name First Name M. I. Student ID

____ _______________________
Permanent Home Address (Include Apt. number) Date of Birth

____ _______________________
City State Zip Code Phone Number (include area code)

Household Information:

I am:

___**Married** or **Unmarried** but living together.

___**Divorced**, **Separated,** or **Unmarried** and **live apart**.

___**Remarried**

___**Widowed**

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.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Line	Full Name	Age	Relationship to Student	Name of College Attending in 2019-2020
1			*Self*	Kings College
2			*Spouse, if married*	
3				
4				
5				
6				

2017 Filing Requirements for Most Taxpayers

If your filing status is...	**AND at the end of 2017 you were….**	**Then file a return if your gross income was at least…**
Single	under 65	$10,400
	65 or older	$11,950
Married filing jointly	under 65 (both spouses)	$20,800
	65 or older (one spouse)	$22,050
	65 or older (both spouses)	$23,300
Married filing separately	any age	$4,050
Head of household	under 65	$13,400
	65 or older	$14,950
Qualifying widow(er)	under 65	$16,750
	65 or older	$18,000

Student Income Information:

Please review the **2017** filing requirements listed above, then check one of the options below and provide the information requested:

__ I was **not** employed in **2017** and **was not** required to file a **2017** Federal Income Tax Return.

- Submit a 2017 IRS Verification of Non-Filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

__ I was employed in **2017** and **was not** required to file a **2017** Federal Income Tax Return.

- List all employers and amounts earned in **2017**. Submit all W-2's, 1099's etc. with this form.
- Submit a 2017 IRS Verification of Non-filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

__ I did not work in 2017 but have filed a 2017 Federal Income Tax Return.

__ I was employed in **2017** and have filed a **2017** Federal Income Tax Return.

- List all employers and amounts earned in **2017**. Submit all W-2's, 1099's etc. with this form.

__ I own my own business or worked as an independent contractor in **2017** and have filed a **2017** Federal Income Tax Return. Please list the name of your business or your employers and the amount earned in **2017**. If you own a business submit page 1 of your 2017 1040 and schedule C/E.

Name of business/employer(s): Amount earned in **2017**

______________________________ $______________

______________________________ $______________

______________________________ $______________

______________________________ $______________

If you filed a 2017 tax return and did not use the IRS Data Retrieval Tool on your FAFSA, then you must submit a 2017 tax return transcript or a signed copy of your 2017 tax return with this form. Please review the instructions on the last page of this worksheet to obtain an IRS transcript.

SPOUSAL INCOME INFORMATION

NAME: ____

Please review the **2017** filing requirements listed above, then check one of the options below and provide the information requested:

__ I was **not** employed in **2017** and **<u>was not</u>** required to file a **2017** Federal Income Tax Return.

- Submit a 2017 IRS Verification of Non-Filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

__ I was employed in **2017** and **<u>was not</u>** required to file a **2017** Federal Income Tax Return.

- List all employers and amounts earned in **<u>2017</u>**. Submit all W-2's, 1099's etc. with this form.
- Submit a 2017 IRS Verification of Non-filing Letter with this form. Please refer to the check list at the end of this form for instructions on obtaining this letter.

__ I **did not** work in **2017** but **have** filed a **2017** Federal Income Tax Return.

__ I was employed in **2017** and have filed a **2017** Federal Income Tax Return.

- List all employers and amounts earned in **<u>2017</u>**. Submit all W-2's, 1099's etc. with this form.

__ I own my own business or worked as an independent contractor in **2017** and have filed a **2017** Federal Income Tax Return. Please list the name of your business or your employers and the amount earned in **2017**. If you own a business submit page 1 of your 2017 1040 and schedule C/E.

Name of business/employer(s):	Amount earned in 2017
____	$____________________
____	$____________________
____	$____________________
____	$____________________

If you filed a 2017 tax return and did not use the IRS Data Retrieval Tool on your FAFSA, then you must submit a 2017 tax return transcript or a signed copy of your 2017 tax return with this form. Please review the instructions on the last page of this worksheet to obtain an IRS transcript.

FINAL CHECK LIST

To prevent delays in verification processing, please take a moment to review the check list below to make sure you have completed the verification worksheet entirely and will submit the correct documents.

___ Complete the entire worksheet.

___ Submit all 2017 W2's and 1099 forms.

___ Attach Schedule C, E, or K-1 if you own a business.

___ Attach a 2017 tax return transcript or signed copy of your 2017 tax return, if you did not use the IRS Data Retrieval Tool.

If you did not file a 2017 tax return:

You must attach a 2017 IRS Verification of Non-filing Letter if you and/or your spouse were **not required** to file **2017** Federal Income Taxes. **You must request this letter from the IRS.**

You must request this letter by fax or mail using IRS form 4506-T included with this worksheet. Boxes 5, 7 and 9 have been pre-filled for your convenience. Complete the remainder of this form making sure to sign and date at the bottom. Mail it or fax it to the correct address/fax number as listed under "Chart for all other transcripts" on page 2 of the form. **The IRS will send you the Verification of Non-Filing Letter which you will submit with this form.**

If you and/or your spouse filed a 2017 Federal Income Tax Return and did not use the IRS Data Retrieval Tool on the FAFSA you must submit a 2017 Tax Return Transcript from the IRS.

- **The financial aid office can accept signed 1040's, 1040A's, or 1040EZ's in lieu of a Tax Return Transcript.**

A 2017 IRS Tax Return Transcript may be obtained through:

• **Get Transcript by Mail** – Go to 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, 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). The transcript displays online upon successful completion of the IRS's two-step authentication.

• **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.

• **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.

Sign and date on the lines below:

CERTIFICATION: By signing this worksheet I certify that all information reported is complete and accurate. Providing false or misleading information may result in fines, incarceration, or both. If I was not required to file a 2017 federal income tax return, I hereby certify that I have read the information regarding general IRS Filing Requirements for Most Taxpayers, have consulted IRS Publication 17 and have complied with IRS filing regulations.

_____________________________________ _____________________________________

Student Signature **Date** **Spouse Signature** **Date**