FTC Florida Technical College

NUC - FTC Kissimmee Division

VERIFICATION WORKSHEET
INDEPENDENT STUDENT
GROUP V1

2019-2020

Last Name ______________________ First Name ______________________

Last 4 Digits of SSN XXX-XX-__________ Date of Birth ______________________
(Month/Day/Year)

Postal Address ______________________

City ______________________ State __________ Zip Code __________

Phone Number ______________________ Email ______________________

1. Household Members
Not required to verify/Does not apply ☐

Number in College
Not required to verify/Does not apply ☐

Last and First Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Applicant	*Florida Technical College an Academic Unit of National University College*	Select
				Select
				Select
				Select
				Select

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

2. Income Information
a. Taxable Income

Tax Return	Student	Spouse
Not required to verify/Does not apply	☐	☐
Used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA. (If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used.)	☐	☐
Unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a 2017 IRS Tax Return Transcript(s). (If the student and spouse filed separated 2017 IRS income tax returns, the 2017 IRS Tax Return Transcript(s) must be provided for each.)	☐	☐
Attached 2017 Tax Return signed copy. (Non-IRS income tax returns.)	☐	☐
Attached copy of filed 2017 1040X	☐	☐
Other documents; specify ______________________	☐	☐

b. Non-taxable Income

Income	Student	Spouse
Not required to verify/Does not apply	☐	☐
Confirmation of nonfiling is provided for 2017.	☐	☐
The student and spouse were not employed and had no income earned from work in 2017.	☐	☐
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. (Use table below to list **every** employer even if the employer did not issue an IRS W-2 form or an equivalent document.)	☐	☐

Employer's Name or Source	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
	Select	
	Select	
	Select	
Total Amount of Income Earned From Work		$ 0.00

Each person signing below certifies that all of the information reported is complete and correct.

Student Signature (required) ______________________ **Date** __________

Spouse Signature (optional) ______________________ **Date** __________

Instructions

Please read carefully the following instructions, to complete properly the worksheet. If assistance is needed, please contact your financial aid office at your campus.

1. **Household Members and Number in College**

   a. **Number of household members**
      i. Check the box ***Household members not required to be verified*** if:
         1. Your household only includes one member and your status is single, divorced, separated or widowed.
         2. Your household includes only two members and your status is married.

      ii. List the people in the student's household. Include:
         1. Yourself (the student).
         2. The student's spouse, if the student is married.
         3. 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.
         4. 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.

   b. **Number in college**
      i. Check the box ***Number in college not required to be verified*** if:
         1. You are the only member of your household in college.

   Include the 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 spaces are needed, attach a separate page with your name and ID number at the top.

2. **Income Information**
   The instructions 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 or an equivalent document for 2017 or had a change in marital status after December 31, 2017. Check the box for you and your spouse that applies in each category:

   a. **Taxable Income**
      i. **Not required to verify/ does not apply:** if you or your spouse received taxable income but did not file a 2017 tax return and are not required to file, according to instructions from the IRS or other relevant tax authority. If you or your spouse did not generated taxable income.

      ii. **Used the IRS DRT in *FAFSA on the Web*:** 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.* 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 by the FAFSA filer.

      iii. **If unable or chooses not to use the IRS DRT in *FAFSA on the Web*:** if you or your spouse filed a 2017 IRS income tax return but will not use the IRS DRT, you must attach a **2017 IRS Tax Return Transcript(s)** with this worksheet. To obtain the tax return transcript, you can use the following options:
         1. Get Transcript by Mail – Go to www.irs.gov, under the Tools heading, 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.
         2. Get Transcript Online – Go to www.irs.gov, under the Tools heading, 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.
         3. Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
         4. 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.

      iv. **Attached 2017 Tax Return signed copy:** for individuals who filed Non-IRS income tax returns
         1. A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
         2. A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.

3. A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

v. **Attached copy of filed 2017 1040X:** for individuals who filed an amended IRS income tax return for tax year 2017 must provide a signed copy of the 2017 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that include the change(s) made by the IRS, in addition to one of the following:

1. IRS DRT information on an ISIR record with all tax information from the original tax return; or
2. A **2017 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified.

vi. **Other documents; specify**

1. **Individuals granted a filing extension by the IRS** - An individual who is required to file a 2017 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2017, must provide:
   a. A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2017;
   b. A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2017;
   c. Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018;
   d. A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2017 and,
   e. If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2017.
2. **Individuals who were victims of IRS tax-related identity theft -** An individual who was the victim of IRS tax-related identity theft must provide:
   a. A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
   b. A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

b. Non-taxable income

The instructions and certifications apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and <u>are not required</u> to file a 2017 income tax. Check the box for you and your spouse that applies in each category:

i. **Income**

1. ***Not required to verify/ does not apply***, if you completed section2a.
2. **Confirmation of nonfiling is provide** - Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 income tax return was not filed**.**
3. **The student and spouse were not employed and had no income earned from work in 2017.**
4. **The student and/or spouse were employed in 2017 and have listed 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 or an equivalent document issued to the student and spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form or an equivalent document. If more spaces are needed, attach a separate page with your name and ID number at the top.

3. Certifications and Signatures

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

Copy of this document must be kept in the student's file.