



2018-2019 Independent Verification Worksheet

Your 2018 - 2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal law states that, prior to disbursing Federal Student Aid, you must confirm the information you reported on your FAFSA. To verify that you provided correct information, the WJU Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA 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 WJU Financial Aid Office. If you have questions about verification, contact the WJU Financial Aid Office at (916) 577-2233. **PLEASE FILL THIS OUT DIGITALLY!**

A. STUDENT INFORMATION

Student Last Name	First Name	M.I.	SSN
Student's Street Address (include apartment number)			Date of Birth
City	State	Zip	Student's Email Address
Student's Home Phone Number (include area code)			Student's Cell Number (include area code)

B. FAMILY INFORMATION

List below the people in your household: Include:

- Yourself and your spouse if you have one.
- Your children, if you will provide more than half their support from July 1, 2018 through June 30, 2019 even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member, who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018 and June 30, 2019. If more space is needed, attach a separate page with your name and SSN.

FULL NAME	AGE	RELATIONSHIP TO STUDENT	NAME OF COLLEGE <small>(student must enroll at least ½ time to be listed here)</small>
		Self	William Jessup University

C. STUDENT INCOME INFORMATION (complete numbers 1 and 2)

1. CHOOSE ONE OF THE TWO FOLLOWING OPTIONS:

Check here if you (the student) filed a 2016 tax return.

You will need to attach and submit the following items to WJU’s Financial Aid Office (please know that additional documentation may be requested):

- **A copy of your 2016 W-2(s)**
- **This signed Independent Verification Worksheet**
- **Use the IRS Data Retrieval Tool on your FAFSA OR submit your 2016 Tax Return Transcript from the IRS**

The best way to verify taxable income is by using the IRS Data Retrieval Tool on your FAFSA online. If you have not already used this tool, go to www.fafsa.gov, log in, click ‘Make FAFSA Corrections,’ and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer your 2016 IRS income tax information into your FAFSA.

If you are not given the option to use the IRS Data Retrieval Tool or choose not to use it, you must request your 2016 tax return transcript from the IRS and submit this to the WJU Financial Aid Office. To obtain an IRS tax return transcript, go to www.irs.gov and click on the ‘Get Transcript Online’ or ‘Get Transcript By Mail’ links or call-1-800-908-9946. Request the “IRS tax **return** transcript” and **NOT** the “IRS tax **account** transcript.” You will need your SSN, DOB and the address on file with the IRS.

Did you (the student) have any Business Income from self-employment in 2016? Yes No
Have you filed an amended tax return or do you plan on amending your taxes? Yes No

Check here if you have used the IRS Data Retrieval Tool and have not changed the information that has been transferred from the IRS to your FAFSA, or

Check here if you are attaching your 2016 IRS tax return transcript, or

Check here if you have ordered a transcript from the IRS and are waiting for its arrival. Date ordered: _____
 (Your financial aid will be placed on hold until your transcript is received)

OR

Check here if you (the student) will not file and are not required to file a 2016 tax return.

Check here if you were not employed and had no income earned from work in 2016 or

Check here if you did earn an income in 2016 but did not have to file. **You must list below all sources of your 2016 income** including names of your employer(s) and the amount earned from each employer. **You are required to attach a copy of all 2016 W-2(s) that were issued to you.**

You must submit a verification of non-filing letter. Submit your verification(s) to WJU from the IRS website at www.irs.gov, or by completing form 4506-T. You may submit your 4506-T to WJU Financial Aid, who can fax your 4506-T to the IRS on your behalf.

EMPLOYER’S NAME	2016 AMOUNT EARNED

2. LIST BELOW ANY ADDITIONAL SOURCES OF UNTAXED INCOME (if none, write NA):

List additional sources of income that you (the student) collected in 2016 such as: clergy or military housing/living allowances, child support received, tax exempt interest income, disability income, workers' compensation, veteran's non-education benefits, payments to tax- deferred pension and savings plans, IRA deductions and payments to self-employed plans, or untaxed portions of IRA distributions or pensions:

SOURCES OF UNTAXED INCOME	2016 AMOUNT RECEIVED

D. SPOUSE INCOME INFORMATION (complete numbers 1 and 2)

1. CHOOSE ONE OF THE TWO FOLLOWING OPTIONS:

Check here if you (the Spouse) filed a 2016 tax return.

You will need to attach and submit the following items to WJU's Financial Aid Office (please know that additional documentation may be requested):

- **A copy of your 2016 W-2(s)**
- **This signed Independent Verification Worksheet**
- **Use the IRS Data Retrieval Tool on your FAFSA OR submit your 2016 Tax Return Transcript from the IRS**
(To use the IRS Data Retrieval Tool or to obtain an IRS tax return transcript see above instructions in Section C, Question 1)

<u>Did you (the spouse) have any Business Income from self-employment in 2016?</u>	Yes	No
<u>Have you filed an amended tax return or do you plan on amending your taxes?</u>	Yes	No

Check here if you filed your 2016 taxes as 'Married filing jointly' and your spouse used the IRS Data Retrieval Tool on their FAFSA and the transferred information has not been manually changed, or

Check here if you filed your 2016 taxes as 'Married filing jointly' and your spouse is submitting the transcript

Check here if you are attaching your own separate 2016 IRS tax return transcript, or

Check here if you have ordered your own separate transcript and are waiting for its arrival. Date ordered: _____
(Your financial aid will be placed on hold until your transcript is received)

OR

Check here if you (the spouse) will not file and are not required to file a 2016 tax return.

Check here if you were not employed and had no income earned from work in 2016, or

Check here if you did earn an income in 2016 but did not have to file. **You must list below all sources of your 2016 income including names of your employer(s) and the amount earned from each employer. You are required to attach a copy of all 2016 W-2(s) that were issued to you.**

You must submit a verification of non-filing letter. Submit your verification(s) to WJU from the IRS website at www.irs.gov, or by completing form 4506-T. You may submit your 4506-T to WJU Financial Aid, who can fax your 4506-T to the IRS on your behalf.

EMPLOYER'S NAME	2016 AMOUNT EARNED

2. LIST BELOW ANY ADDITIONAL SOURCES OF UNTAXED INCOME (if none, write NA):

List additional sources of income that you (the spouse) collected in 2016 such as: clergy or military housing/living allowances, child support received, tax exempt interest income, disability income, workers' compensation, veteran's non-education benefits, payments to tax-deferred pension and savings plans, IRA deductions and payments to self-employed plans, or untaxed portions of IRA distributions or pensions:

SOURCES OF UNTAXED INCOME	2016 AMOUNT RECEIVED

E. CERTIFICATION & SIGNATURES

Each person signing this worksheet certifies that all the information reported on it is complete and correct. If a field is left blank, it means that the question does not apply. If married, 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.

Print Student's Full Name

Student's Signature*

Date

Print Spouse's Full Name

Spouse's Signature*

Date

You should make a copy of this worksheet for your records. Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to your Financial Aid Administrator at William Jessup University ***Must physically sign!**