



**2018-2019 INDEPENDENT VERIFICATION (V1) WORKSHEET**

Your FAFSA was selected by the U.S. Department of Education for review in a process called "Verification." In this process Missouri S&T is required to compare information from your FAFSA with the information on this worksheet and with any other required documents. The law states we have the right to ask you for this information and review it for accuracy under the financial aid program rules (34 CFR, Part 668). **Verification must be completed before your financial aid will be credited to your student account.**

**INSTRUCTIONS**

1. Complete all sections of this worksheet (A-D) in full. **Incomplete forms will be returned.**
2. Student (and your spouse, if married) must use their 2016 Federal Income Tax for the 2018-2019 academic year. The easiest way to provide this information is to use the IRS Data Retrieval Tool (DRT) to transfer your 2016 tax information to your 2018-2019 FAFSA, if you have not already. **See instructions attached or go to: [sfa.mst.edu/forms/](http://sfa.mst.edu/forms/)**
3. All documents must be submitted by the following deadlines:  
 Fall 2018 Enrollment: October 31, 2018  
 Spring 2019 Enrollment: March 1, 2019
4. Please return all documents requested to our office via fax to (573)341-4274, email to [sfa@mst.edu](mailto:sfa@mst.edu) or mail to G-1 Parker Hall, 300 W 13<sup>th</sup> St, Rolla, MO 65409-0250.

**A. Student Information**

Last Name	First Name	M.I.
Daytime Phone number (include area code)	Date of Birth	Missouri S&T Student ID#

**B. Family Information**

Full Name	Relationship		
Write the names of the people who you will support below: 1. Include <b>yourself</b> as the student. 2. Include <b>your spouse</b> if you are married. 3. Include your dependent children if you provide more than half of their support between July 1, 2018, and June 30, 2019. 4. Include <b>other dependents</b> if they now live within your household and you will continue to provide <i>more than half</i> of their support through June 30, 2019.	Write the relationship of each family member to the student in the chart below.		
	<b>College</b>		
	Add the name of the college for any household member who will be enrolled in a degree, diploma, or certificate program, at an eligible postsecondary educational institution <i>at least half-time</i> at any time between July 1, 2018, through June 30, 2019		
Age			
Write the age of each family member in the chart below.			
Full Name	Age	Relationship	College
		Self/Student	Missouri S&T

\*If more space is required, attach a separate page.

**C. Student's (and spouse, if married) Information** *Student Name / S&T ID #:*

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**Check only one box below regarding STUDENT Information**

- a.  I (and spouse) filed a 2016 Federal Tax Return and used the IRS DRT when completing the FAFSA.
- b.  I (and spouse) filed a 2016 Federal Tax Return and will provide a Federal Tax Return Transcript from the IRS.
- c.  \*I (and spouse) was not employed, did not have income, and am not required to file a 2016 Federal IRS Tax Return.
- d.  \*I (and spouse) was employed and had income but am not required to file a 2016 Federal Tax Return.

<b>*COMPLETE ONLY IF BOX C or D ABOVE IS CHECKED:</b> Students (and spouses) who did not file a 2016 Federal Tax Return are required to submit a Verification of Non-Filing Letter from the IRS and ALL W-2(s) for 2016 from all employers. List all 2016 employers and related earnings below.	
Name of Employer	Amount Earned in 2016

If more space is required, attach a separate page.

**Signature Required of Non-Filer** \_\_\_\_\_

**Signature Required of Non-Filer (Spouse)** \_\_\_\_\_

**D. Manually sign this Worksheet. Forms with electronic/typed signatures will be returned.**

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Each person signing certifies that all the information reported is complete and correct. The student must sign this worksheet. (If married, the spouse's signature is optional.)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

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

## DATA RETRIEVAL INSTRUCTIONS

The Easiest and Fastest way to complete your verification is to use the IRS Data Retrieval on your completed FAFSA. To make the correction use the steps below.

- ⇒ Go to [www.fafsa.gov](http://www.fafsa.gov)
- ⇒ Click on “Login.”
- ⇒ Enter the student’s name, social security number, and date of birth and click “Next.”
- ⇒ Select the 2018/2019 FAFSA and click on “Make FAFSA Corrections.”
- ⇒ Enter the Student’s FSA ID and password and click “Next.”
- ⇒ Navigate to the “Financial Information” section of the FAFSA.
- ⇒ Update the filing status of your and/or your parents IRS income tax return. Make sure “Already completed” is selected and click “Next.”
- ⇒ You will be presented with a series of questions that will determine your eligibility to use the Data Retrieval Tool. Once you are presented with the option to enter your FSA ID and “Link to IRS” complete the information and click “Link to IRS.” You then will be directed to the IRS website.
- ⇒ Once on the IRS website, enter the requested information as it appears on your tax return. If the IRS is able to validate your identification your tax information will be displayed. Select “Transfer My Tax Information into the FAFSA” and then click on “Transfer Now”
- ⇒ You will be re-directed back to FAFSA.
- ⇒ **When completed proceed to the Sign and Submit section of FAFSA and submit your corrections “SUBMIT MY FAFSA NOW”**

## Tax Return Transcript AND Verification of Non-Filing from the IRS

<p style="text-align: center;"><b>Verification of Non-Filing</b></p> <p>A non-filer is any Student or Spouse (not filing a joint return) who did not work or did work, but did not file a 2016 Federal Income Tax Return. For the 2018-2019 academic year a Non-Filer is required to provide a Verification of Non-Filing Letter from the IRS and all W2(s) from each employer. A request to the IRS for a Verification of Non-Filing Letter can be made using the IRS “Get Transcript Online” tool at <a href="http://www.irs.gov/Individuals/Get-Transcript">www.irs.gov/Individuals/Get-Transcript</a> or by submitting IRS Form 4506-T and checking box 7.</p>	<p style="text-align: center;"><b>Request Transcript Online</b></p> <p>Go to <a href="http://WWW.IRS.GOV">WWW.IRS.GOV</a>          Select “<b>Get My Tax Record</b>”          Under Tools select <b>Get a Transcript Online or by Mail</b>          Follow prompts: Make sure to request Tax Return Transcript for year <b>2016</b>.          You should receive your transcript in 5-10 business days.</p>
<p style="text-align: center;"><b>Transcript by Mail</b></p> <p>Complete Form 4506-T (Request for Transcript of Tax Return)          Form 4506-T is available online at  <a href="https://www.irs.gov/pub/irs-pdf/f4506t.pdf">https://www.irs.gov/pub/irs-pdf/f4506t.pdf</a></p>	<p style="text-align: center;"><b>Transcript By Phone</b></p> <p>Call the IRS at 1-800-829-1040          Follow prompts: Option 2 (personal income taxes)                                    Option 1 (tax history)                                    Option 2 (Tax Return Transcript)          Enter and Verify Social Security number(s)          Enter and Verify street address          Press 2 for Tax Transcript and indicate which year: <b>2016</b></p>