



STANDARD VERIFICATION WORKSHEET 2018-2019

Your FAFSA was selected by the U.S. Department of Education for a review process called "Verification." Under the financial aid program rules (34 CFR, Part 668), we are required to review the requested information and make necessary corrections. Please complete both sides of this form and submit all necessary signatures. Please note, this form will be returned and/or aid processing delayed if not fully completed.

1. STUDENT INFORMATION

Last name	First Name	M.I.	RMU ID
Address (include apt. no.)			Phone Number

2. HOUSEHOLD INFORMATION

Carefully read the following directions before completing the chart below:

Dependent Student: Write the name, age and relationship to **YOU (THE STUDENT)** of all the people your parent(s) will support between July 1, 2018 and June 30, 2019. Include in your household:

- Yourself, even if you do not currently live with your parent(s)
- Your parent(s) (including step-parent)
- Your parent's other children, if your parent(s) will provide more than half of their support, even if they do not live in the household.
- Other people, if they will live with your parent(s), and your parent(s) will provide more than half of their support and will continue to provide more than half of their support during the year.

Independent Student: Write the name, age, and relationship to **YOU (THE STUDENT)** of all the people you (and your spouse) will support between July 1, 2018 and June 30, 2019. Include in your household:

- Yourself
- Your spouse, if married
- Your children, if you provide or will provide more than half of their support
- Other people, if they live with you and you provide more than half of their support and will continue to provide more than half of their support during the year.

In addition, indicate which household members will be enrolled in college at least half-time (six or more credits) and where they will be attending during the 2018-2019 academic year. If you need more space, attach a separate page.

Full Name	Age	Relationship	College Attending in 2018-19
		Self	RMU

3. INCOME INFORMATION

PLEASE READ CAREFULLY: For TAX FILERS, the easiest way to verify income is by utilizing the IRS Data Retrieval Tool (IRS DRT) during FAFSA completion. If you did not use the IRS DRT, please re-visit www.fafsa.gov to utilize the tool and re-submit. **If you are unable or unwilling to use the IRS DRT, you must submit a Federal Tax Return Transcript.** This includes you, your parent(s) (if dependent) or your spouse (if married). To obtain, visit www.irs.gov – Click *Get My Tax Record*, then select *Get Transcript Online* or *Get Transcript by Phone*. Per federal regulation, copies of 1040 federal tax forms cannot be accepted. If an amended return was filed, please contact our office for further instruction.

Student Section:

Did you, the student, file a tax return? Yes ☐ No ☐

If **YES**, select one of the following options:

- ☐ The IRS DRT was used on the initial FAFSA submission.
- ☐ I re-visited the FAFSA to utilize the IRS DRT option and re-submitted on _____ DATE _____.
- ☐ The IRS DRT was not used. Instead, a Federal Tax Return Transcript is attached.

If **NO**, select one of the following options:

- ☐ I had no earnings from work.
- ☐ I had earnings from work, however, was not required to file a federal tax return.

(You **MUST** complete chart below and attach all 2016 W-2 forms)

Amount Earned	Employer

NOTE: Independent students, who are non-tax filers, must also submit a Verification of Non-filing Letter. To obtain, visit www.irs.gov: Click *Get My Tax Record*, then *Get Transcript Online* or *Get Transcript by Mail* and follow the system prompts. Dependent students can skip this step.

Parent Section (If Dependent):

Did you, the parent(s), file a tax return? Yes ☐ No ☐

If **YES**, select one of the following options:

- ☐ The IRS DRT was used on the initial FAFSA submission.
- ☐ I/we re-visited the FAFSA to utilize the IRS DRT option and resubmitted on _____ DATE _____.
- ☐ The IRS DRT option was not used. Instead, a Federal Tax Return Transcript is attached.

If **NO**, select one of the following options:

- ☐ I/we had no earnings from work.
- ☐ I/we had earnings from work, however, was not required to file a federal tax return.

(You **MUST** complete the chart below and attach all 2016 W-2 forms)

Parent Name	Amount Earned	Employer

NOTE: Non-tax filers must also submit a Verification of Non-filing Letter. To obtain, visit www.irs.gov: Click *Get My Tax Record*, then *Get Transcript Online* or *Get Transcript by Mail* and follow the system prompts.

4. CERTIFICATION

By signing below, I (we) certify that all the information reported to qualify for Federal student aid is complete and accurate. If the student is dependent, both parent and student **MUST** sign. Electronic signatures cannot be accepted.

Student

Date

Parent

Date