

# 2019-2020 Verification Worksheet

## Parent Tax Filers/Non-Filers Income Verification

Your student's 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we must ask you to confirm the information reported on your student's FAFSA. To verify that the information is correct the financial aid administrator at Alamance Community College will compare your student's FAFSA with the information on this worksheet and with any other required documents. If there are differences, your student's FAFSA information 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 financial aid office at Alamance Community College. Alamance Community College may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your student's financial aid will not be delayed.

### A. Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Identification Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### B. Parent's Income Information to Be Verified — Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS—Important Note:** If the student's parent(s), filed or will file, an amended 2017 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

**Check the box that applies:**

- The student's parent **has used** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent **has not yet** used the IRS Data Retrieval Tool, but will use the tool to transfer 2017 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's 2017 IRS tax return transcript(s)—not photocopies of the income tax return. . To obtain an IRS tax return transcript (not the tax account transcript), go to <https://www.irs.gov/Individuals/Get-Transcript> and click on the "Get Transcript by mail" link. Your parent will enter validating information such as Social Security Number, date of birth, postal address they used when filing the tax return. Once all steps are completed, confirmation that the form will be sent in 5 to 10 days by mail will appear or a number to call the IRS if more information is needed.**

Student's Name \_\_\_\_\_

Student's ID Number \_\_\_\_\_

Check here if an IRS tax return transcript(s) is attached to this worksheet.

Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

2. **DID NOT FILE TAX RETURN** — Complete this section if the student's parent(s) will not file and **is not required** to file a 2017 income tax return with the IRS.

**Check the box that applies:**

The parent(s) was not employed and had no income earned from work in 2017.

The parent(s) was employed in 2017 and has listed below the names of all the parent's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Student ID Number at the top.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

**C. Certification and Signatures**

When signing this worksheet you certify that all of the information reported on it is complete and correct. One parent must sign and date.

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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

***Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school.***

*You should make a copy of this worksheet for your records.*