



**Office of Financial Aid**  
**2018 - 2019 Verification Worksheet**  
**Independent Student**  
**Federal Student Aid Programs**

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Your 2018-2019 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 (Department of Education) may ask you to confirm the information you (and, if married, my spouse) reported on your FAFSA. To verify that you provided correct information, financial aid administrators at Bowie State University will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. **Warning: if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

**A. Student's Information**

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security 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. Family Information**

Independent Students – Number in Family and Number in College

Number of Household Members: List below the people in the **student's household**. Include:

- The student.
- The student's spouse, if the student is married.
- 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, 2018, through June 30, 2019, even if a child does not live with the student.
- Other people if they now live with the student and the student and spouse provide 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, 2019.

Number in College: Include in the space below 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, 2018, and June 30, 2019, and include the name of the college.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>		

**C. Income Information to Be Verified**

**Instructions:** Complete this section if you, the student, and /or student’s spouse, if married, **filed or will file** a 2016 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.*

- The student (and, if married, my spouse) has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer) 2016 IRS income information into my FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student (and, if married, my spouse) has not yet used the IRS Data Retrieval Tool, but I will use the tool to transfer my 2016 IRS income information into my FAFSA once I have filed my 2016 IRS tax return.
- The student (and, if married, my spouse) am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit to the school **2016 IRS tax return transcript(s)**—not photocopies of the income tax return. *Check here if an IRS tax return transcript(s) is attached to this worksheet.*
  - o **Important Note:** To order a **TAX RETURN transcript**, call the IRS at 1-800-908-9946 or visit the [www.irs.gov](http://www.irs.gov) . If student (or your spouse, if married) filed, or will file, an amended 2016 IRS tax return, you must submit a copy of the **1040X**.

**TAX RETURN NONFILERS**— Complete this section if the student (and, if married, my spouse), will not file and is not required to file a 2016 income tax return with the IRS. **If you (and, if married, my spouse) did not file taxes for 2016, you are required to submit a letter of non-filing status from the IRS. You may obtain this form at www.IRS.gov using form 4506T checking box 7.**

**Check the box that applies:**

- The student (and, if married, my spouse) was not employed and had no income earned from work in 2016.
- The student (and, if married, my spouse) was employed in 2016 and has listed below the names of all the student’s employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is attached. Attach copies of all 2016 IRS W-2 forms issued to the student by employers. *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 Social Security Number at the top.*

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

**D. Certification and Signature**

I certify that all of the information reported on this worksheet is complete and correct. The student and/or spouse (if required) must sign this worksheet.

**Student’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Spouse’s Signature (optional):** \_\_\_\_\_ **Date:** \_\_\_\_\_

