



2018-2019 Verification Worksheet (Dependent Student)

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before disbursing Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent, whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents and submit the required documents to the financial aid office. We may ask for additional information, if necessary for clarification. If you have questions about the verification process, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

Student Information – Please fill in the following information.

Student’s Last Name	First Name	M.I.	Bergen ID
Permanent Street Address (Include Apt. No.)			Student’s Date of Birth
City	State	Zip Code	Student’s E-Mail Address
Student’s Preferred Phone Number (Include Area Code)			Alternate Phone Number

Step 1: Household Information

List the people in your parent(s)’ household. Include the following:

- Yourself.
- Your parent(s) that you live with including a stepparent, if applicable.
- Your parent(s)’ other children, if any, if your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019, or if the children would be required to provide parental information if they were completing a FAFSA for 2017- 2018. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

Step 2: College Information

Include below information about, any household member, excluding parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program anytime between July 1, 2018 and June 30, 2019, include the name of the college.

Full Name	Age	Relationship (to student)	University/College	Will be enrolled at least half-time
		<i>Self</i>	<i>Bergen</i>	<i>Yes</i>

If more space is needed, attach a separate page with the student’s name and ID at the top.

Student Financial Information

Tax Return Filers – Complete this section if the student filed a 2016 income tax return with the IRS.

Check the box that applies for the student:

- The student has used the **IRS Data Retrieval Tool** in the FAFSA to transfer 2016 income tax return information into the student’s FAFSA.

*** The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form.*

- The student is unable or chooses not to use the IRS Data Retrieval, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

*** If you, the student, filed an amended 2016 IRS Tax Return, please contact your financial aid administrator.*

Tax Return Non-Filers - Complete this section **ONLY** if the student did not file and **is not required** to file a 2016 income tax return with the IRS.

Check the box that applies for the student:

- The student was not employed and had no income earned from work in 2016.
- The student was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016, and provided copies of all 2016 IRS W-2 forms issued to the student by their employers.

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Parent Financial Information

Tax Return Filers – Complete this section if your parent(s) filed a 2016 income tax return with the IRS.

Check the box that applies for the parent:

- The parent has used the **IRS Data Retrieval Tool** in the FAFSA to transfer 2016 income tax return information into the student’s FAFSA.

*** The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log into the student’s FAFSA record, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form.*

- The parent is unable or chooses not to use the IRS Data Retrieval, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

*** If your parent(s) filed, an amended 2016 IRS Tax Return, please contact your financial aid administrator.*

Tax Return Non-Filers - Complete this section ONLY if the parent(s) did not file and **is not required** to file a 2016 income tax return with the IRS.

Check the box that applies for the student:

- Neither parent was employed, nor had income earned from work in 2016.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and provided copies of all 2016 W-2 forms issued to the parent(s) by their employers.

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

If more space is needed, provide a separate page with the student's name and ID number at the top.

The Parent(s) MUST provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- Check here if confirmation of non-filing is provided.

A 2016 IRS Tax Return Transcript and/or Verification of Non – Filing may be obtained through:

- Get Transcript ONLINE – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request – 1-800-908-9946

Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and spouse whose information was reported on the FAFSA must sign and date below.

Student's Signature

Date

Parent's Signature

Date

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