

2018-2019
Academic Year

Independent Household

Verification Worksheet



Student Last Name:	Student First Name:	Student ID:
		@

To continue processing your Free Application for Federal Student Aid (FAFSA), which was selected for verification, please complete and submit this form to our office. **Incomplete forms or conflicting information will delay the process.** Submitted documents may require additional documentation. Federal regulations require FSW to verify that your FAFSA is accurate and it will be corrected with the information provided on this form. Please read carefully. **DO NOT EMAIL documents with Personally Identifiable Information (PII)** (i.e. SSN, Full Name, Phone #, Address...).

A. FAMILY INFORMATION AND HOUSEHOLD SIZE

Instructions:

List the people in your household, including:

- I. The student (yourself).
- II. The student’s spouse, if the student is married.
- III. 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. Do not include child(ren) for whom child support is paid.
- IV. Other people if they now live with the student and the student or spouse provides 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. **Include statement to explain.**
- V. Indicate what College/University any other household members are or will be attending at least half time or more (6+ credit per semester).

Number in household and in college on this worksheet will be used if it differs from what was entered on your original FAFSA.

Full Name (print clearly)	Age	Relationship	College
		<i>SELF</i>	Florida SouthWestern State College

Student ID: @ _____



B. STUDENT INCOME & TAX INFORMATION

You must check ONE box.

DO NOT EMAIL PERSONALLY IDENTIFIABLE INFORMATION i.e. SSN, Full Name, Address...

- I filed a **2016 tax return** - I did not use the IRS Data Retrieval Tool (either I was not able to use it or not eligible). Please attach copies of the **2016 IRS Tax Return Transcript** from the IRS (**1040 documents are not acceptable**). To obtain a Tax Return Transcript, visit www.IRS.gov and click the "Get My Tax Record" link. You can request it to be sent by mail or create an online account with the IRS to retrieve it immediately. Make sure to request an "IRS Tax **Return Transcript**" and not an "IRS Tax Account Transcript." The IRS automated phone transcript service is 1-800-908-9946.
- I filed a **2016 tax return** and used the **IRS Data Retrieval Tool** to transfer tax information directly from the IRS to the FAFSA.
- Not required to file** - This box certifies that you have not / are not required to file 2016 income tax. **You must attach Verification of Non-filing letter (from IRS)**; if applicable include 2016 W2(s), 1099(s) and/or other earning statements.

If you were not required to file for 2016, check ONE circle as it applies to you:

- I did not have income during the 2016 year.
- I was employed but not required to file taxes. Write below the employer(s) and amount earned for 2016.

Source of Income: _____ Amount of Income: \$ _____
 Source of Income: _____ Amount of Income: \$ _____

C. SPOUSE INCOME & TAX INFORMATION

You must check ONE box.

DO NOT EMAIL PERSONALLY IDENTIFIABLE INFORMATION i.e. SSN, Full Name, Address...

- Spouse filed a **2016 tax return** - Spouse did not use the IRS Data Retrieval Tool (either was not able to use it or not eligible). Please attach copies of the **2016 IRS Tax Return Transcript** from the IRS (**1040 documents are not acceptable**). To obtain a Return Transcript, visit www.IRS.gov and click the "Get My Tax Record" link. You can request it to be sent by mail or create an online account with the IRS to retrieve it immediately. Make sure to request an "IRS Tax **Return Transcript**" and not an "IRS Tax Account Transcript." The IRS automated phone transcript service is 1-800-908-9946.
- Spouse filed a **2016 tax return** and used the **IRS Data Retrieval Tool** to transfer tax information from the IRS to the FAFSA.
- Not required to file** - This box certifies that you have not / are not required to file 2016 income tax. **You must attach Verification of Non-filing letter (from IRS)**; if applicable include 2016 W2(s), 1099(s) and/or other earning statements.

If you were not required to file for 2016, check ONE circle as it applies to you:

- I did not have income during the 2016 year.
- I was employed but not required to file taxes. Write below the employer(s) and amount earned for 2016.

Source of Income: _____ Amount of Income: \$ _____
 Source of Income: _____ Amount of Income: \$ _____

By signing this form, I certify the information on the form and any attachments are accurate and complete to the best of my knowledge and that there is no forgery of signature(s). I understand that any false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment or both, under provisions of the United States Criminal Code.

Information provided on this worksheet will be used if it differs from what was entered on the original FAFSA submitted.

Student Signature

Date

Spouse Signature

Date

How to submit: Fax: 239-489-9127, Mail: Florida SouthWestern, attn: Financial Aid, 8099 College Pkwy., Fort Myers, FL 33919 or in person to FSW Office of Student Financial Aid (any campus).

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, equity@fsw.edu, 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.