



# 2020-2021 Standard Independent Verification Worksheet (V1)

Your 2020–2021 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 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 form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

## A. Independent Student’s Information

Last Name	First Name	M.I.	Last 4 Digits of SSN
Address	City	State	Zip Code
ASU ID Number	Email Address	Home or Cell Phone Number	

## B. Independent Student’s Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- You and your spouse children if the student or spouse will provide more than half of the children’s support from July 1, 2020 through June 30, 2021, even if a child does not live with you and your spouse.
- 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 through June 30, 2021.

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2020, and June 30, 2021. If more space is needed, attach a separate page with your name and Social Security Number at the top.

Full Name	Age	Relationship	College	Will Be Enrolled at Least Half Time
		Self		

## C. Verification of 2018 Income Information for Student Tax Filers

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018.

**Instructions:** Complete this section if the student and spouse filed or will file a 2018 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).* In most cases, no

Student's Name: \_\_\_\_\_ Last 4 Digits of Student's SSN: \_\_\_\_\_

further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

**Check the box that applies:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA once the 2018 IRS income tax return has been filed.

The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2018 IRS Tax Return Transcript(s)**. If the student and spouse filed separate 2018 IRS income tax returns, **2018 IRS Tax Return Transcripts** must be provided for each.

- Check here if a **2018 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2018 IRS Tax Return Transcript(s)** will be provided later.

A **2018 IRS Tax Return Transcript** may be obtained through the:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get Transcript of Your Tax Records." Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

**D. Verification of 2018 Income Information for Student Nontax Filers**

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2018 income tax return with the IRS. **Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2018.
- The student and/or spouse were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided. [Provide copies of all 2018 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

**If more space is needed, provide a separate page with the student's name and ID number at the top. Note: We may require you to provide documentation from the IRS that indicates a 2018 IRS income tax return was not filed with the IRS.**

Employer's Name	2018 Amount Earned	IRS W-2 Attached?

**E. Verification of 2018 Income Information for Individuals with Unusual Circumstances**

**Individuals Granted a Filing Extension by the IRS**

An individual is required to file a 2018 IRS income tax return and has been granted a filing extension by the IRS, provide the following documents:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2018;

Student's Name: \_\_\_\_\_ Last 4 Digits of Student's SSN: \_\_\_\_\_

- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2018;
- Verification of Non-filing letter (confirmation that the tax return has not yet been filed) from IRS or other relevant tax authority dated on or after October 1, 2018;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2018 and, if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2018.

### Individuals Who Filed an Amended IRS Income Tax Return

An individual filed an amended IRS income tax return for tax year 2018, must provide both of the following:

- A 2018 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2018 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

### Individuals Who Were Victims of Tax Administration Identity Theft

- A Tax Return Database View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and** a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related theft and that the IRS is aware of the tax-related identity theft.

### Individuals Who Filed Non-IRS Income Tax Returns

- An individual filed or will file a 2018 income tax return with Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, the Northern Marianas Islands), or with a foreign country, must provide:
  - A signed copy of that 2018 income tax return(s); **or**
  - A tax filer who filed an income tax return with the tax authority from American Samoa must provide a copy of his or her tax account information
  - A transcript obtained from a government of a U.S. territory or commonwealth, or a foreign central government that includes all of the tax filer's income and tax information required to be verified for tax year 2018.

## H. Certification and Signature

Each person signing this worksheet certifies that all of the information reported on this worksheet is complete and correct. The student and one parent must sign and date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

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

Return Form to:  
Alcorn State University  
Office of Student Financial Aid  
1000 ASU Drive, 28  
Alcorn State, MS 39096-7500  
Fax: (601) 877-6110  
Email: [asufinaid@alcorn.edu](mailto:asufinaid@alcorn.edu)