

# Western New England University 2019–2020 Verification Worksheet

Your 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 may ask you to confirm the information you, and your parents, if a dependent student, reported on your FAFSA. To verify that you provided correct information the financial aid administrator 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. You, and at least one parent if you are a dependent student, must complete and sign this worksheet, attach any required documents, and submit the form and required documents to Enrollment Services. We may ask for additional information. If you have questions about verification, contact Enrollment Services as soon as possible so that your financial aid will not be delayed.

**Student’s Information**

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s ID 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 Cell Phone Number

**Number of Household Members and Number in College**

**Independent Students (parent information not required on FAFSA):** List the people in **your household**. Include yourself, your spouse if you have one, and your children **if** you will provide more than half of their support from July 1, 2019 through June 30, 2020. Include other people **only** if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

**Dependent Students (parent information required on FAFSA):** List the people in your custodial **parents’ household**. Include yourself, your parent/stepparent (even if you don’t live with them), and your parent/stepparent’s children who live with them. Include parent/stepparent’s other children who do not live with them **if** your parent/stepparent will provide more than half of their support from July 1, 2019 through June 30, 2020, or **if** the children would be required to give parental information when completing a FAFSA for 2019-2020. List any other people who now live in your parent/stepparent’s household **if** your parent/stepparents provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

List **all household members** below. Include the college name for any family member (excluding parents, if a dependent student), who 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, 2019 and June 30, 2020.

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

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

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## Student's 2017 Income Information

**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 2017 or had a change in marital status after December 31, 2017. See page 3 if you filed an amended IRS income tax return or were a victim of IRS tax-related identity theft.

1. Check only one box below.
  - The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the FAFSA.
  - The student is unable or chooses not to use the IRS DRT and instead will provide a copy of 2017 IRS Tax Return Transcript. (A paper copy of your federal 1040 form is not acceptable documentation.) A 2017 Tax Return Transcript can be obtained online at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by calling 1-800-908-9946. Make sure to order the Tax Return Transcript and not the Tax Account Transcript.
  - The student will not file and is not required to file a 2017 federal income tax return. See number 2.
2. If you did not file and are not required to file a 2017 federal income tax return, list below your employer(s) and any income received in 2017. Please submit copies of any W-2 forms or other earnings statements. **NOTE: For Independent students, provide documentation using Form 4506-T (check box 7) found at <https://www.irs.gov/uac/about-form-4506t> dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS.**

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	\$2,000.00	Yes
Total Amount of Income Earned from Work in 2017	\$	

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## Parent(s)' 2017 Income Information

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017. See page 3 if you filed an amended IRS income tax return or were a victim of IRS tax-related identity theft.

1. Check only one box below.
  - The parent(s) used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the FAFSA.
  - The parent(s) is/are unable or choose(s) not to use the IRS DRT and instead will provide a copy of 2017 IRS Tax Return Transcript. (A paper copy of your parents' federal 1040 form is not acceptable documentation.) A 2017 Tax Return Transcript can be obtained online at [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or by calling 1-800-908-9946. Make sure to order the Tax Return Transcript and not the Tax Account Transcript.
  - The parent(s) will not file and is/are not required to file a 2017 federal income tax return. See number 2.
2. If your parent(s) did not file and is/are not required to file a 2017 federal income tax return, list below your parent(s)' employer(s) and any income they received in 2017. Please submit copies of any W-2 forms or other earnings statements. **NOTE: Provide documentation using Form 4506-T (check box 7) found at <https://www.irs.gov/uac/about-form-4506t> dated on or after October 1, 2017 that indicates a 2017 IRS income tax return was not filed with the IRS.**

Employer's Name	2017 Amount Earned	IRS W-2 Provided?
<i>Suzy's Auto Body Shop (example)</i>	\$2,000.00	Yes
Total Amount of Income Earned from Work in 2017	\$	

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

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An individual who filed an amended IRS income tax return for tax year 2017 must provide:

- A **2017 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 2017 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.

### Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS by calling 1-800-908-9946, 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 identity theft and that the IRS is aware of the tax-related identity theft.

### Certification and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct. If student is dependent, the parent whose information was reported on the FAFSA 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.**

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature (required if student is dependent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse’s Signature (optional if student is independent)

\_\_\_\_\_  
Date

**Return to: Western New England University  
Enrollment Services, 1215 Wilbraham Road, Springfield MA 01119-2684  
Fax: 413-796-2081 Tel: 413-796-2080  
[www1.wne.edu/Enrollment-Services](http://www1.wne.edu/Enrollment-Services)**