

Verification Worksheet (V1/V5)

Your application was selected by the U.S. Department of Education for review in a process called “**Verification.**” Financial aid will be placed on **hold** until the process is completed. **Please read instructions in their entirety.** PLEASE PRINT.

A. Student Information

Student’s Last Name	First Name	M.I.	FMU ID Number

B. Household Information

List the people that you or your parent(s) will support between **July 1, 2019 and June 30, 2020**. Check one box:

- I am INDEPENDENT** (check if your household ONLY includes **Yourself, your spouse/dependent children** (you must be over the age of 24, provide more than half support to self, be married, have dependents that you provide over half support, be a veteran, or be declared a ward of the court).)
- I am DEPENDENT** (check if your household includes **Yourself, your parent/stepparent(s), and your parent(s)’ dependent children** (if your parent(s) provide more than half support, or if they would be required to give parental information when applying for Federal aid). Include family members that lived with your parent(s) and got more than half their support from your parent(s) from July 1, 2019 through June 30, 2020. Any parent who lives in the household with the student is required to provide all information on the FAFSA, regardless of marital status. *Write the names of all family members. Also write in the name, age & college for any family members (If you need more space, attach an extra sheet.)*

Full Name	Age	Relationship	College
		Self	FMU
		Parent	

C. Income Information

Check one:

Parent filed a 2017 Federal Income Tax return. Parent was not employed and had no income from work in 2017. **Must provide Verification of Non-filing Letter from IRS.** The Parent was employed in 2017 and **did not file** taxes. Complete table below. You are **required** to attach copies of all 2017 IRS W-2 forms issued to the parent(s) & every employer, if not filing a federal tax return.

Employer’s Name	2017 Amount Earned	Was IRS W-2 issued?	Is IRS W-2 Attached?

Check one:

Student filed a 2017 Federal Income Tax return. Student was not employed, had no income from work in 2017. The Student was employed in 2017 and **did not file** taxes. Complete table below. You are **required** to attach copies of all 2017 IRS W-2 forms issued to the student & every employer even if they did not issue an IRS W-2 form.

Employer’s Name	2017 Amount Earned	Was IRS W-2 issued?	Is IRS W-2 Attached?

Additional Financial Information (Please use 2017 financial information) (Do not leave any boxes blank)

		Parent	Student
1.	Earnings from Work	\$	\$
2.	Foreign Income	\$	\$
3.	Social Security Benefits	\$	\$
4.	Payments to tax deferred pension and savings plans (paid directly or withheld from earnings.)	\$	\$
5.	Child support received for all children. Do not include foster or adoption payments.	\$	\$
6.	Housing, food and other living allowances.	\$	\$
7.	Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity. Compensation (DI) and/or VA Educational Work-Study allowances.	\$	\$
8.	Other untaxed income not reported, such as worker's compensation, disability, untaxed portions of health savings accounts from IRS Form 1040 Line 25, etc.	\$	\$

Additional Required Information

Both the student and the parent are required to submit processed 2017 Federal tax information. (Note: if the student or parent filed an amended 2017 IRS tax return, please provide a signed copy of amended return.) **The only acceptable methods to submit Federal tax information are: IRS Data Retrieval Tool:** Directly import 2017 IRS data into your FAFSA: Log into www.fafsa.gov, select Make Correction. Choose 2019-20 FAFSA. Click on Financial Information tab. Select Already Completed from drop down box. Enter Parent FSA ID and click on Link to IRS. Continue to **IRS.gov** site. Enter Info as requested and submit. Click on box under "Transfer My Tax Information into the FAFSA." Then click Transfer Now. Transferred data will be encrypted. Remember to electronically sign and submit the FAFSA again.

OR IRS Tax Return Transcript: Submit your 2017 Tax Return Transcript (not a copy of your income tax return). Go to www.irs.gov. Click on "Get Your Tax Record," then click "Get Transcript Online" or "Get Transcript by Mail." Create an account. Select Tax Return Transcript for 2017. Mail or email PDF to **Florida Memorial University ▪ Office of Financial Aid ▪ 15800 NW 42nd Avenue ▪ Miami Gardens, FL 33054 ▪ 305.626.4234 fax ▪ financial.aid@fmuniv.edu/FA** (please encrypt).

If you did not file a 2017 federal tax return: Parents are required to submit proof of non-filing from the IRS if a 2017 tax return was not filed. Follow the same instructions as transcript above, but select "Verification of Non-filing Letter" instead of tax return transcript. You may also use the Request for Transcript of Tax Return. If you are an independent student on the FAFSA who is not required to file a federal tax return, you must obtain a verification of non-filing status letter.

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Parent Signature

Date

Student Signature

Date

Last 4 digits of Student's Social Security Number

Please complete, sign, and return to:

**Florida Memorial University ▪ Office of Financial Aid ▪ 15800 NW 42nd Avenue ▪ Miami Gardens, FL 33054
305.626.4234 fax financial.aid@fmuniv.edu/FA (please encrypt)**