Independent Verification Worksheet 2017-18

THE UNIVERSITY of TENNESSEE UT MARTIN

Office of Financial Aid & Scholarships

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Your application was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we must ask you to confirm this information. To verify that you provided correct information, the Office of Financial Aid & Scholarships at UT Martin 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 your spouse must complete and sign this worksheet, attach any required documents, and submit the form with required documents to the Office of Financial Aid & Scholarships. UT Martin may ask for additional information.
We ask that you **Do Not Make Any Changes To Your FAFSA** during the verification process unless instructed to do so by a Financial Aid Counselor. If you have questions about verification, contact the Office of Financial Aid & Scholarships as soon as possible so that your financial aid will not be delayed. We will scan this worksheet, so **please write legibly and use an ink pen**.

A. Independent Student's Information

Student's Last Name	First Name	Date of Birth	UTM Student ID #
		/ /	

Home Phone: ( ) -	Cell Phone: ( ) -

Street Address:	Apt #:	Email:
City :	State:	Zip Code:

B. Independent Student's Family Information

List below the people in your household.
Include:

- Yourself and your spouse (if married)
- Your children (if any)
- Other people 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 through June 30, 2017.

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, 2016, and June 30, 2017.

Full Name	Age	Relationship	College	Will be enrolled at least half-time? (yes or no)
		Self	University of Tennessee, Martin	

C. Tax Forms and Income Information ***This section must be completed by Student and Spouse***

STUDENT Income Information ONLY CHECK ONE BOX	SPOUSE Income Information ONLY CHECK ONE BOX
Tax Filers Only	***Tax Filers Only***
☐ Check here if you used the IRS Data Retrieval Tool in the FAFSA ☐ Check here if attaching your **2015 IRS <u>Return</u> Transcript**	☐ Check here if you used the IRS Data Retrieval Tool in the FAFSA ☐ Check here if attaching your **2015 IRS <u>Return</u> Transcript**
Non Tax Filers Only	***Non Tax Filers Only***
☐ Check here if you were **UNEMPLOYED** for the **entire** year of 2015 and **will not file** a tax return, attach **Confirmation of Non-Filing.** ☐ Check here if you **were employed** in 2015, but **will not file** and **are not required to file** a US Income Tax Return, **attach your W2/1099 and Confirmation of Non-Filing.**	☐ Check here if you were **UNEMPLOYED** for the **entire** year of 2015 and **will not file** a tax return, attach **Confirmation of Non-Filing.** ☐ Check here if you **were employed** in 2015, but **will not file** and **are not required to file** a US Income Tax Return, **attach your W2/1099 and Confirmation of Non-Filing.**

D. Asset Information

TERMS TO KNOW

Net worth means current value minus debt. If net worth is negative, enter zero.
Investments include real estate (do **not** include the home you live in), rental property, trust funds, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, Coverdell savings accounts, college savings plans, installment and land sale contracts (including mortgages held), commodities, etc.
Investment debt means only those debts that are related to the investments.
Investment farm includes any farm that you do not live on and operate.
Business Do **not** include value of a small business that you (your spouse and/or your parents) own and control and that has 100 or fewer full-time or full-time equivalent employees.
Business and/or investment farm value includes the market value of land, buildings, machinery, equipment, and inventory, etc.
Business and/or investment farm debt means only those debts for which the business or investment farm was used as collateral.

STUDENT Asset Information		SPOUSE Asset Information	
How much Cash/Savings/Checking do you currently have?	**$________**	**How much Cash/Savings/Checking do you currently have?**	**$________**
Net Worth of Investments (See definition above)	**$________**	**Net Worth of Investments (See definition above)**	**$________**
Net Worth of Business and/or Farm (See definition above)	**$________**	**Net Worth of Business and/or Farm (See definition above)**	**$________**

E. Certification and Signatures

By signing this worksheet, I (we) certify that all information reported is complete and correct. The student and spouse must sign and date. I (we) understand no federal aid can be awarded or disbursed until the verification process is finished, and all necessary verification corrections to the FAFSA have been confirmed by the Federal Processor.

____ ____

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.

IMPORTANT NOTES:

- Do not leave any blanks. If the answer is "0" please mark it as such.
- Retain copies of all documents submitted for your records. Any documents that are not needed to complete your verification review will not be retained and will be immediately shredded in order to ensure the security of personal information.
- Financial Aid award amounts cannot be determined until this Verification has been completed; therefore, timely receipt of your documents is required.
- Please be advised that verification processing time is generally **3 – 4 weeks during peak season** (June – October), and **2 – 3 weeks during non-peak season.**
- If we need more information than what has been provided, we will contact you.

Please see page 3 for information to help answer the questions on the verification worksheet.

Successful use of the **Data Retrieval Tool** will transfer the information from your IRS tax return directly into the FAFSA, making your application much easier to complete and more accurate. We strongly encourage you to use the IRS Data Retrieval Tool when completing your FAFSA. You can still do this if you did not do it on your original application. Open the submitted FAFSA, select *"Make FAFSA corrections,"* and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student/parent is eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information to the FAFSA record. Be sure to submit the FAFSA after the transfer is complete.

Please contact the Office of Financial Aid and Scholarships if you need more information about when or how to use the IRS Data Retrieval Tool.

<table>
<tr><td colspan="2">Please look in the column that applies to you (filed or didn't file) and choose one of the categories in that column. The items beneath your category that have bullets next to them are the items you must provide.</td></tr>
<tr><th>FILED TAXES</th><th>DID NOT FILE TAXES</th></tr>
<tr><td>1. Filed a regular tax return
❖ Data Retrieval Tool, OR
❖ IRS Return Transcript from the IRS listing the 2015 income and tax information required to be verified for EACH student/spouse. To request a transcript, the student or spouse tax filer must contact the IRS at 1-800-908-9946 or visit www.irs.gov, click on the "Get a Tax Transcript" under the Tools list on the IRS homepage.</td><td rowspan="3">1. Employed, but did not file taxes
❖ W2 forms and/or 1099 forms
❖ Confirmation of non-filing dated on or after October 1, 2016. (Get this from the IRS: Form 4506-T, check box 7. This form will need to be faxed or mailed to the number/ address listed on the form for your area. The IRS will then send you a confirmation of non-filing. When you receive the confirmation of non-filing you will need to submit it to our office along with the rest of your verification.)</td></tr>
<tr><td>2. Unable to use the Data Retrieval Tool
❖ IRS Return Transcript from the IRS listing the 2015 income and tax information required to be verified for EACH student/spouse. To request a transcript, the student or spouse tax filer must contact the IRS at 1-800-908-9946 or visit www.irs.gov, click on the "Get a Tax Transcript" under the Tools list on the IRS homepage.</td></tr>
<tr><td>3. Filed an amended tax return—ALL items below are required
❖ SIGNED copy of student/spouse 2015 tax returns (IRS Form 1040, 1040A or 1040EZ)
❖ SIGNED copy of student/spouse 2015 IRS form 1040X (amendment form) filed with the IRS
❖ Transcript from the IRS listing the 2015 income and tax information required to be verified (Tax Return Transcript, Record or Account Transcript). To request a transcript, the student or spouse tax filer must contact the IRS at 1-800-908-9946 or visit www.irs.gov, click on the "Get a Tax Transcript" under the Tools list on the IRS homepage.</td></tr>
<tr><td>4. I was a victim of identity theft
Tax filers who were victims of identity theft and are unable to use the IRS Data Retrieval Tool or obtain a 2015 IRS Tax Return Transcript. BOTH items below are required.
❖ Tax Return Database View (TRDBV) transcript. To obtain the TRDBV, student/parent tax filers must contact the IRS Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. Upon authentication of the tax filer's identity, the IPSU will provide the tax filer a 2015 Tax Return Data Base View (TRDBV) which can be used to complete verification.
❖ Statement signed and dated by the tax filer(s) indicating they were victims of an IRS tax-related identity theft and the IRS has been made aware of the tax-related identity theft.</td><td rowspan="2">2. Unemployed, and did not file taxes
❖ Confirmation of non-filing dated on or after October 1, 2016. (Get this from the IRS: Form 4506-T, check box 7. This form will need to be faxed or mailed to the number/ address listed on the form for your area. The IRS will then send you a confirmation of non-filing. When you receive the confirmation of non-filing you will need to submit it to our office along with the rest of your verification.)</td></tr>
<tr><td>5. I filed an extension
❖ Confirmation of non-filing dated on or after October 1, 2016. (Get this from the IRS: Form 4506-T, check box 7.), AND
❖ Copy of the 2015 IRS FORM 4868
❖ UT Martin's extension form (print off the financial aid home page under forms, AND
❖ A signed copy of the student/spouse 2015 tax returns (IRS form 1040, 1040A, or 1040EZ), AND
❖ A copy of all your W2 and 1099 forms.</td></tr>
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