



VERIFICATION FORM (DEPENDENT STUDENTS) 2018-2019

Student Information

LAST NAME	FIRST NAME	MI	SIS STUDENT ID	DATE OF BIRTH
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Instructions:

You are required to submit this form and any supporting documents to DataBank for processing. Documents can be submitted by U.S. mail or by fax.

List the student's SIS/PeopleSoft student ID on each page submitted.

If you have any questions, please feel free to contact us at financialaid@case.edu or call 216-368-4530 or 800-945-4530.

Please complete and return all pages of this form (and supporting documentation) to:

Case Western Reserve University
Office of University Financial Aid
c/o DataBank
P.O. Box 614
Chesterton, IN 46304
FAX: 866-645-4210

For Office Use Only:

Aid Year: 2019

Document Name: FA Verification Form - Dependent

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Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **Verification**. Federal regulations require the Office of University Financial Aid to verify specific information you provided on your 2018-2019 FAFSA prior to awarding/disbursing financial aid. Based on the information you provide, your FAFSA may be corrected and any aid offered may be adjusted.

Verify Family Information

Please list all members of your household. This includes:

- yourself and your parent(s), including any step-parent in the household
- your parents' other dependent children
- Include other people only if they currently live in your parents' household, receive one-half of their support from your parents, and will continue to live with and receive one-half of their support from your parents through June 30, 2019.

Name	Age	Relationship to Student	Name of College if attending in 18-19	Year in College in 18-19
YOU, the student		Self	CWRU	

Tax Return Verification

Please check the appropriate box for both the student and parent(s) column

- | Student | Parent(s) | |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | used or will use the IRS Data Retrieval Tool to transfer my/our 2016 IRS Income Tax Return information into my FAFSA (preferable, no additional documents required)* |
| <input type="radio"/> | <input type="radio"/> | unable to or choose not to use the IRS Data Retrieval Tool and will submit the 2016 IRS Tax Return Transcript** |
| <input type="radio"/> | <input type="radio"/> | did not and is/are not required to file a 2016 IRS Income Tax Return (see next page) |

* Instructions to use the IRS Data Retrieval Tool

- Login at www.fafsa.gov and select "Make a Correction"
- Choose the Financial Information tab for parent or student financial information
- Change the tax filing status to "Already Completed"
- Review conditions and, if appropriate, select "None of the Above"
- You will be presented with the option to link to the IRS where you input your name and address before selecting "Transfer My Tax Information into the FAFSA"
- Click "Transfer Now"
- Once back in your FAFSA correction, click Save and then click Next. **SAVE AND SUBMIT YOUR FAFSA CORRECTION.**

** Instructions To Obtain a 2016 IRS Tax Return Transcript

- Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get A Tax Transcript Online" or "Get A Tax Transcript by Mail" and follow the prompts to verify your identity.
- Or call the IRS at 800-908-9946

Verification of Nonfiler Status

Please check the appropriate box for both the student and parent(s) column

Complete this section if the student or parent(s) will not file and are not required to file a 2016 Income Tax Return with the IRS. Submit documentation from the IRS (or other tax authority) dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS (or other tax authority).***

- | | | |
|-----------------------|-----------------------|---|
| Student | Parent(s) | |
| <input type="radio"/> | <input type="radio"/> | not employed and had no income earned from work in 2016 |
| <input type="radio"/> | <input type="radio"/> | was employed in 2016 but not required to file a 2016 Income Tax Return. List all employers and provide copies of all 2016 W-2 forms issued. |
| <input type="radio"/> | <input type="radio"/> | did not and is/are not required to file a 2016 IRS Income Tax Return (see chart below) |

Source of Income (wages, interest)	2016 Student Income			2016 Parent Income		
	\$		W-2 provided?	\$		W-2 provided?
	\$		W-2 provided?	\$		W-2 provided?
	\$		W-2 provided?	\$		W-2 provided?
	\$		W-2 provided?	\$		W-2 provided?

- | | | |
|----------------|-----------------------|---|
| Student | Parent(s) | ***REQUIRED*** |
| N/A | <input type="radio"/> | Attached is documentation from the IRS (or other tax authority) dated on or after October 1, 2017 that indicates a 2016 IRS Income Tax Return was not filed with the IRS or other tax authority (PARENTS ONLY). |

**Instructions To Obtain Documentation of Nonfiler Status from the IRS

- Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get A Tax Transcript Online" and follow the prompts to verify your identity. If you are able to successfully register, you will receive a PDF page indicating that the IRS has no record of a tax return being filed for 2016. Attach a printout of the PDF you receive to this form.
- If you are unable to successfully register to "Get A Tax Transcript Online", you must request a Verification of Non-filing (VONF) letter using IRS Form 4506-T. A VONF letter is not available through the "Get A Tax Transcript by Mail" or phone request processes.

Certification and Signatures

I certify that all of the information provided on this form and on the Free Application for Federal Student Aid (FAFSA) is true and complete to the best of my knowledge. I understand that if I purposefully give false or misleading information on this form, or on the FAFSA, I may be subject to a \$20,000 fine, a prison sentence, or both.

Student's Signature

Date

Parent's Signature

Date