



# VERIFICATION FORM (INDEPENDENT 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](mailto: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 - Independent

## VERIFICATION FORM 2018-2019

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 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 spouse, if married
- your dependent children.
- Include other people only if they currently live in your household, receive one-half of their support from you, and will continue to live with and receive one-half of their support from you through June 30, 2019.

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

### Tax Return Verification

**Please check the appropriate box for both the student and spouse column**

- | Student               | Spouse                |  |
|-----------------------|-----------------------|--|
| <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 <b>will submit the 2016 IRS Tax Return Transcript**</b>   |
| <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](http://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](http://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 spouse column

Complete this section if the student or student's spouse 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).\*\*\*

- |                       |                       |  |
|-----------------------|-----------------------|--|
| <b>Student</b>        | <b>Spouse</b>         |  |
| <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 federal 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 Spouse 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?

- |                       |                       |  |
|-----------------------|-----------------------|--|
| <b>Student</b>        | <b>Spouse</b>         | <b>***REQUIRED***</b>  |
| <input type="radio"/> | <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). |

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

- Go to [www.irs.gov](http://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.

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Student's Signature

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Date

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Spouse's Signature

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Date