



**ARKANSAS STATE UNIVERSITY
MID-SOUTH**

2018-2019 Verification Worksheet for Federal Student Aid Programs

V1 Verification Worksheet

Financial Aid Office
2000 West Broadway
West Memphis, AR 72301
finaid@asumidsouth.edu

V1
Phone: 870-733-6729
Fax: 870-733-6710

Your 2018–2019 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 under 24) reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school 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 under 24) whose information is on the FAFSA must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. ASU Mid-South may ask for additional information. If you have questions about verification, contact the Financial Aid Office as soon as possible so that your financial aid will not be delayed.

A. Student's Information

Last Name	First Name	M.I.	Social Security or Student ID Number
Permanent Home Address		City/State/Zip	Date of Birth
Cell Phone Number (Include Area code)	Home Phone Number (Include Area code)	Email Address	

B. Student's Family Information

Dependent Student: List the people in your parents' household. Include yourself, your parent(s), and other children if (a) your parents will provide more than half of their support, or (b) if the children would be required to provide parental information when applying for Federal Student Aid. Include also, any other people who now live with your parent(s) and for whom your parent(s) will provide more than half of their support.

Independent Student: List the people in your household. Include yourself, your spouse (if married), and children if (a) you will provide more than half of their support or (b) if the children would be required to provide parental information when applying for Federal Student Aid. Include also, any other people who now live with you and for whom you will provide more than half of their support.

Write the names of the people in the household where you live. Also write in the name of the college where any family member, Excluding your parent(s), will be enrolled at lead half-time in a degree or certificate program.

Full Name	Age	Relationship	Attending a college or university at least half time? (do not include parents)		If yes, name of college or university (no initials)
			Yes	No	
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	Yes	No	<i>ASU Jonesboro</i>
		<i>Self</i>	Yes	No	<i>ASU Mid-South</i>
			Yes	No	
			Yes	No	
			Yes	No	
			Yes	No	



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C. Student's Income Information to Be Verified

Have you filed a 2016 U.S. federal income tax return? Check one.

YES, I did file a 2016 U.S. federal income tax return.

_____ I have completed the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into my student FAFSA, and did not make any changes to this information.

Continue to Section D.

OR

_____ I have attached a copy of my 2016 IRS Tax Return Transcript. To obtain a Tax Return Transcript, go to www.irs.gov/transcript. **Continue to Section D.**

NO, I did not file a 2016 U.S. federal income tax return.

_____ I was not employed and had no income earned from work in 2016. ***If you checked this line, you must provide documentation that a tax return was not filed in 2016.*** To obtain an IRS Verification of Non-Filing Letter, go to www.irs.gov/transcript and select Form 4506-T. **Continue to Section D.**

OR

_____ I have income earned from work and am not required to file a 2016 income tax return with the IRS. If you checked this line, you must enter income information below, listing the names of all employers. ***You are required to provide COPIES OF ALL W-2 FORMS and documentation that a tax return was not filed in 2016.*** To obtain an IRS Verification of Non-Filing Letter, go to www.irs.gov/transcript and select Form 4506-T.

List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2016 Amount Earned	IRS W-2 Provided?	No W-2? Explain here.
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>	<i>Was paid in cash</i>



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D. Parent Income Information to Be Verified (if student is under 24)

Have you filed a 2016 U.S. federal income tax return? Check one.

YES, I did file a 2016 U.S. federal income tax return.

_____ I/we have completed the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2016 IRS income tax return information into my student FAFSA, and did not make any changes to this information.
Continue to Section E.

OR

_____ I/we have attached a copy of my 2016 IRS Tax Return Transcript. To obtain a Tax Return Transcript, go to www.irs.gov/transcript. **Continue to Section E.**

NO, I/we did not file a U.S. 2016 federal income tax return.

_____ I/we was not employed and had no income earned from work in 2016. **If you checked this line, you must provide documentation that a tax return was not filed in 2016.** To obtain an IRS Verification of Non-Filing Letter, go to www.irs.gov/transcript and select Form 4506-T. **Continue to Section E.**

OR

_____ I/we have income earned from work and am not required to file a 2016 income tax return with the IRS. If you checked this line, you must enter income information below, listing the names of all employers. **You are required to provide COPIES OF ALL W-2 FORMS OR WAGE AND INCOME STATEMENT and documentation that a tax return was not filed in 2016.** To obtain an IRS Verification of Non-Filing Letter, go to www.irs.gov/transcript and select Form 4506-T.

List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	2016 Amount Earned	IRS W-2 Provided?	No W-2? Explain here.
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>	<i>Was paid in cash</i>

E. Certification and Signatures

You and one parent whose information is on the FAFSA must read and sign this statement. I/we certify that all of the information provided on this form and on any attached documentation is accurate and complete. If I/we purposely give false or misleading information, I/We may be fined, sent to prison or both.

Student's Signature

Date

Parent's Signature (if student is under 24)

Date



ARKANSAS STATE UNIVERSITY
MID-SOUTH

2018-2019 Verification High School Completion
2018-2019 Identity and Statement of Educational Purpose

Financial Aid Office
2000 West Broadway
West Memphis, AR 72301
finaid@asumidsouth.edu

Phone: 870-733-6729

Fax: 870-733-6710

Your 2018–2019 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 specific information. The federal process has selected for you to provide documentation on your high school completion status when you begin college in 2018-2019. In addition, you are required to appear in person in front of a Financial Aid Office staff member at ASU Mid-South to provide proof of your identity and complete the Statement of Educational Purpose on this worksheet.

A. Student's Information

Last Name	First Name	M.I.	Social Security or Student ID Number
Permanent Home Address		City/State/Zip	Date of Birth
Cell Phone Number (Include Area code)	Home Phone Number (Include Area code)		Email Address

B. High School Completion Status

You must submit documentation of high school completion or an equivalent along with this worksheet. If you have submitted your high school or GED transcript to the Admissions office, please check the appropriate box. Check the box of the document you will attach to this worksheet, **or** if you have already submitted the document to the Admissions office.

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A state certificate or transcript received by a student after the student passed a State authorized examination (GED test or other State-authorized examination) that the State recognizes as the equivalent of a high school diploma.
- A copy of the student's high school transcript is on file with the Admissions office.

If the student is unable to obtain the documentation listed above, he or she must contact the Financial Aid Office.

Page 1 of 2

C. Identity and Statement of Educational Purpose (To Be Signed at ASU Mid-South)

The student must appear in person in front of a **Financial Aid** staff member at ASU Mid-South to provide:

- (a.) Identity verification by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. (ASU Mid-South will maintain a copy of the student's photo ID that is annotated with the date it was received and the signature of the Financial Aid staff member authorized to collect the student's ID.)
- (b.) And must sign in the presence of, the below Statement of Educational Purpose

Statement of Educational Purpose

I certify that I am the individual signing this (Print Student's Name)
Statement of Educational Purpose and that the federal student financial assistance
I may receive will only be used for educational purposes and to pay the cost of attending
_____ for 2018–2019.

(Name of Postsecondary Educational Institution)

(Student's Signature)

(Date)

(Student's ID Number)

(Financial Aid Office Representative Signature)

(Date)



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HOW TO PROVIDE YOUR 2016 INCOME INFORMATION

Tax Return Filers:

Both student and parent Federal Tax Return Filers are required to provide 2016 federal tax return information by using the FAFSA IRS Data Retrieval Tool

Or

by obtaining a 2016 IRS Tax Return Transcript

IRS Data Retrieval Tool:

The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of **FAFSA** on the Web.

If the student and/or parent have not already used the tool, go to www.FAFSA.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student and parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the student's FAFSA.

Or

IRS Tax Return Transcript(s):

A **2016 IRS Tax Return Transcript** may be obtained through:

- **Online Request** - Go to www.IRS.gov, under the Tools heading on the IRS homepage, click "Get a Tax Transcript" Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request "Return Transcript" and *NOT* "Account Transcript."
- **Telephone Request** - Call the IRS at 1-800-908-9946. Follow prompts to enter your Social Security number and the numbers in your street address. Select "Option 2" to request a "Return Transcript". The year is "2016".
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T can be located at www.irs.gov/transcript under Related Forms. Mail or Fax to the IRS per the instructions.
- **Request to Pick Up** - Call the IRS at 1-844-545-5640 to make an appointment. You can pick up your "Tax Return Transcript" from the IRS office located at 22 N. Front St., Memphis, TN – Falls Building.

You can expect to receive your paper IRS Tax Return Transcript within 10 to 15 business days.

Please note if you filed a joint federal tax return, you will use the primary tax filer's information with all options. Also, the address on file with the IRS is normally the address used when the 2016 IRS tax return was filed.

Non-Tax Return Filers:

Non-Tax Filers are required to provide an IRS Verification of Non-Filing Letter obtained from the IRS regardless of the amount of 2016 income earned (even if the amount is zero).

An **IRS Verification of Non-Filing Letter** may be obtained though:

- **Paper Request Form** - **IRS Form 4506-T** can be located at www.irs.gov/transcript under Related Forms. Check box 7 and enter 12/31/2016 on Line 9. Mail or Fax to the IRS per the instructions.
- **Request to Pick Up** - Call the IRS at 1-844-545-5640 to make an appointment. You can pick up your "Non-Filers Statement" from the IRS office located at 22 N. Front St., Memphis, TN – Falls Building.

You can expect to receive your paper IRS Verification of Non-Filing Letter within 10 to 15 business days.