



Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for review in a process called “verification”. In this process we are required by federal law (34 CFR, Part 668) to compare the information from your FAFSA application with the information provided on this form and with your 2016 federal tax return transcripts (and your spouse’s if you are married, or parents’ if you are considered dependent for federal aid purposes). If there are differences between your application information and your financial documents, your school may need to make corrections electronically.

**** We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible.****

What you should do:

1. Complete and sign the worksheet (for dependent students, one parent must also sign).
2. Contact us if you have questions about completing this worksheet.
3. Submit the completed worksheet, IRS Tax Return Transcripts for 2016, and any other documents requested in your email, to our office.

Student’s Full Name

Student ID Number

Date of Birth

Student’s Address (include Apt., city, state and zip code)

*Student’s E-mail

*Student Phone Number

*Parent E-mail

(Dependent Student to only)

*Parent Phone Number

(Dependent Student to only)



ITEM 1: Read. Check one box and follow the instructions to complete Item 2



Independent Students: For financial aid purposes, you are considered and **independent** student because you answered **YES** to one of the questions in Step Three (questions 45-57) on the 2018-2019 Federal Aid Application (FAFSA). **For Item 2 below**, write the names of all of the people you (and your spouse) will support between July 1, 2018, and June 30, 2019. Include yourself, your spouse, and your children (if you provide more than half of their support for the year listed), and other persons per instructions on the FAFSA. Under College Name, count yourself as a college student. Also, write in the name of the college for any household member who will attend at least half time in 2018-2019 in a program that leads to a college degree or certification. Ignore all questions pertaining to parent information on this form.

Dependent Students: For financial aid purpose, you are considered a **dependent** student because you answered **NO** to all of the questions in Step Three (questions 45-57) on the 2018-2019 Federal Aid Application (FAFSA). For Item 2 below, write the names of all of the people your parents will support between July 1, 2018, and June 30, 2019. Include yourself, your parent(s) (including stepparent), and your parents’ children (if your parents provide more than half support, or if they would be required to give parental information when applying for federal student aid), and other persons per instructions on the FAFSA. Under College Name, count yourself as a college student. Also, write in the name of any household member, **excluding parents** (per the FAFSA parents are not to be included in the number in college), who will attend at least half time in 2018-2019 in a program that leads to a college degree, diploma, or certificate.

ITEM 2: Household Information (Please list any siblings in college)

First & Last Name (Including Student)	Age	Relationship to student (Parent, brother, sister, etc)	Name of College if attending half-time or more in 2018-2019
INCLUDE SELF...			

ITEM 3a: Untaxed Income Information

Did you or your parent(s) make payments to tax-deferred pensions/savings plans (ex. 401k; 403b) in 2016?
_____ YES _____ NO

Parent	Student/Spouse
Amount Paid: \$	Amount Paid: \$
How Often: (Circle One) weekly, bi-weekly, monthly, semi-monthly, yearly	How Often: (Circle One) weekly, bi-weekly, monthly, semi-monthly, yearly

ITEM 4a: Student’s Tax Filing Status – Calendar Year 2016

- Check here if you filed a 2016 Federal Tax Return. Then, check below if you...
 - A. _____ have used the IRS Data Retrieval Tool (DRT) to complete or update the FAFSA
 - B. _____ have requested an IRS Tax Return Transcript (See instructions on page 3)
- Check here if you had NO earnings from work, will not file, and are not required to file a 2016 U.S. federal income tax return.
- Check here if you HAD earnings from work, will not file, and are not required to file a 2016 U.S. federal income tax return. **Please complete the earnings box below and provide copies of all W-2’s.**

→Please reference the Non-Filing Letter information on PAGE 3.

If you did not file and are not required to file a 2016 federal income tax return, but had some earnings, list below your employer(s) and any income received in 2016. (Use your W-2(s) or other earnings statements, if available.)

Source of Income:	IRS W-2 provided?	2016 Earnings:
<i>(Example) Eastern Nazarene College</i>	Yes	\$1,200

ITEM 4b: Parent(s)’ Tax Filing Status – Calendar Year 2016

- Check here if you filed a 2016 Federal Tax Return. Then, check below if you...
 - A. _____ have used the IRS Data Retrieval Tool (DRT) to complete or update the FAFSA
 - B. _____ have requested an IRS Tax Return Transcript (See instructions on page 3)
- Check here if you had NO earnings from work, will not file, and are not required to file a 2016 U.S. federal income tax return.
- Check here if you HAD earnings from work, will not file, and are not required to file a 2016 U.S. federal income tax return. **Please complete the earnings box below and provide copies of all W-2’s.**

→Please reference the Non-Filing Letter information on PAGE 3.

If your parent(s) did not file and are not required to file a 2016 federal income tax return, but had some earnings, list below their employer(s) and any income received in 2016. (Use your W-2(s) or other earnings statements, if available.)

Source of Income:	IRS W-2 provided?	2016 Earnings:
<i>(Example) MNPS Substitute Teacher</i>	Yes	\$3,500

IMPORTANT INFORMATION FOR NONTAX FILERS:



→ **Independent students (23 years of age and older) and/or parent(s)** who were not required to file a 2016 IRS Tax Return, need to submit an **IRS form 4506-T (Available at www.irs.gov after June 15th) and then submit the Verification of Non-Filing Letter to us. As stated above, please provide any 2016 W-2s to verify wages earned.**

→ **Dependent Students Who Are Nontax Filers**

A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student's non-filing status from the IRS (Non-Filing Letter).

IMPORTANT INFORMATION FOR TAX FILERS:



****Tax Return Transcript & Income Information****

To request an official 2016 Tax Return Transcript from the IRS, you may call 1-800-908-9946 or request a transcript online at www.irs.gov/individuals/get-transcript. You may also submit IRS form 4506-T (available at www.irs.gov) via fax to request the Tax Return Transcripts by mail.

ITEM 5: SIGN THIS WORKSHEET

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal Student Aid is complete and correct.
WARNING: *If you purposely file false or misleading information on this form, you may be fined, be sentenced to jail, or both.*

Student Signature

Date

Parent Signature (Dependent Students Only)

Date

Return to: Office of Financial Aid, Eastern Nazarene College, 23 East Elm Ave., Quincy, MA 02170

FAX: (617) 745-3992 **Phone:** (617) 745-3712