



## Santa Clara University Financial Aid Office 2018-2019 Standard Verification Worksheet - Independent

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The U.S. Department of Education regulations state that before awarding Federal Student Aid, we may ask you to confirm the information you (and your spouse) reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office at Santa Clara University 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 by the Financial Aid Office. You (and your spouse) must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. After review, Santa Clara University may ask for additional information. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

### A. Independent Student's Information

Print Full Name (as it appears on your campus student records)	Campus/Student Identification Number
Print Full Mailing Address (Number, Street, City, State, Zip Code)	Student's Date of Birth
	Phone Number
E-mail Address	Student's Social Security Number

### B. Independent Student's Family Information

List below the people in your household including:

- Yourself.
- Your spouse, if you are married.
- Your or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2018 through June 30, 2019, even if the child does not live with you.

- Other people if they now live with you and you or your spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2019.

Include the name of the college for any household member who is, or will be, enrolled at least half time in a degree, diploma or certificate program at an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019. If more space is needed, provide a separate page with the student's name and student ID at the top.

Full Name	Age	Relationship	College	Will be enrolled at least half time
<i>Cory Matthews (example)</i>	<i>18</i>	<i>Husband</i>	<i>Pennbrook University</i>	<i>Yes</i>
		Self	Santa Clara University	

### C. Independent Student's Income Information to be Verified

#### TAX RETURN FILERS ONLY

Check the box that applies:

- I, the student, have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer my (and, if married, my spouse's) 2016 IRS tax return income information into my FAFSA.
- I, the student, have not yet used the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer my (and, if married, my spouse's) 2016 IRS income tax return information into my FAFSA.
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in *FAFSA on the Web* and I will submit to Santa Clara University a copy of my 2016 IRS Tax Return Transcript - not the income tax return.

- Check here if your (and, if married, your spouse’s) 2016 IRS Tax Return Transcript is attached to this worksheet.
- Check here if your (and, if married, your spouse’s) 2016 IRS Tax Return Transcript will be submitted to Santa Clara University later.

A 2016 IRS Tax Return Transcript may be obtained:

- **Online** – Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). Click “Get Transcript Online”
- **By Mail** – Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). Click “Get Transcript by Mail”
- **By Phone** – 1-800-908-9946
- **By Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

**NOTE:** Make sure to request the “IRS Tax Return Transcript” and not the “IRS Tax Account Transcript”.

**NON TAX RETURN FILERS ONLY**

Check the box that applies:

- I, the student (and, if married, my spouse), was not employed and had no income earned from work in 2016.
- I, the student (and, if married, my spouse), was employed in 2016 and have listed below the names of all the employers and the amount earned from each employer in 2016. Attach copies of all 2016 IRS W-2 forms issued to you (and, if married, your spouse) by employers. List every employer even if they did not issue an IRS W-2 form.

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>Topanga’s Bakery (example)</i>	<i>Yes</i>	<i>\$2,000</i>
Total Amount of Income Earned From Work		\$

**All non-filers must provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS Income Tax Return was not filed with the IRS.**

- Check here if a Verification of Non-filing Letter is provided.
- Check here if a Verification of Non-filing Letter will be submitted to Santa Clara University later.

A Verification of Non-filing Letter may be obtained:

- **Online** – Go to [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). Click “Get Transcript Online”. This option is not available if you have never filed taxes in prior years.
- **By Phone** – 1-800-829-1040.
- **By Mail**- Complete IRS Form 4506-T. Check box 7. The Verification of Non-Filing Letter will be mailed to you within 10 business days.

**NOTE:** Failure to submit W-2 forms and a Verification of Non-filing Letter will result in Santa Clara University being unable to complete the verification process.

#### D. Certification and Signature

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

Print Full Name (as it appears on your campus student records)	Date
Student's Signature	

Print Full Name of Spouse (Optional)	Date
Spouse's Signature (Optional)	

**WARNING:** If you purposely give false or misleading information on this form you may be fined, receive a prison sentence or both. All form(s), paperwork and documentation are property of Santa Clara University, and will be kept and maintained with file.