



2017-2018 VERIFICATION GUIDANCE (V-1)

Your 2017-2018 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 must verify certain information you reported on your FAFSA.

HOW TO COMPLETE THIS WORKSHEET:

Complete each section of this worksheet (A through D). If any section is left unanswered, your application will be considered incomplete and it will delay the processing of your application.

OTHER DOCUMENTS TO SUBMIT WITH THIS WORKSHEET:

- **2015 Tax Return Transcript or Confirmation of Non-filing (section C of this worksheet):** This document may be submitted in one of the following ways:
 - **Option 1** – For tax return filers, utilize the IRS Data Retrieval Tool (IDRT) on your 2017/18 FAFSA
 - If you initially completed your 2017/18 FAFSA with the IDRT, this document has been submitted.
 - If not, login to your FAFSA at <https://fafsa.ed.gov/>, select “Make FAFSA Corrections,” and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA.
 - **Option 2** – Retrieve document directly from IRS
 - Visit www.irs.gov, under *TOOLS* menu, select *Get a Tax Transcript*.
 - If you have BOTH a credit card (not debit card) and a mobile phone under YOUR NAME, select **Get Transcript ONLINE**. You will be prompted to create an account, which may take up to 15 minutes. After creating your account, you’ll be able to request your *2015 Tax Return Transcript* or *Confirmation of Non-filing*. Be sure to request a Return Transcript, not an Account Transcript. If you filed jointly with your spouse, tax account data is listed under the social security number of the primary taxpayer shown on your tax return, so please be sure to have the primary taxpayer request the Tax Return Transcript.
 - If you do not have both a credit card and mobile phone under your name, select **Get Transcript by MAIL**.
 - Or call the IRS at **1-800-908-9946** to request your *2015 Tax Return Transcript* or *Confirmation of Non-filing* if you did not file a tax return.
 - **NOTE** – If you amended your tax return, you must submit your 2015 Tax Return Transcript and the 1040X Form, together.

HOW TO SUBMIT:

- **In Person:** The Pomona Financial Aid Office is located in the Student Services Center on the 2nd floor. The Lebanon Financial Aid Office is located on the 2nd floor in room 248.
- **Mail:** Pomona Campus: WesternU Financial Aid Office, 309 E. 2nd St., Pomona, CA 91766
Lebanon Campus: WesternU Financial Aid Office, 200 Mullins Drive, Lebanon, OR 97355
- **Email:** finaid@westernu.edu
- **Fax:** (909) 469-5422



2017-2018 Verification Worksheet

STANDARD VERIFICATION (V-1)

A. Independent Student's Information

 Student's Last Name Student's First Name Student's M.I Student's ID Number

 Student's Program and Graduating Year (e.g. DO 2019, MSNE 2018, DPT 2018, etc.)

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide **more than half of their support** from July 1, 2017 through June 30, 2018, or if the child would be required to provide your information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide **more than half of their support** and will continue to provide more than half of their support through June 30, 2018.

Include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018. *If more space is needed, attach a separate page with your name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>EXAMPLE: Marty Jones</i>	<i>28</i>	<i>Wife</i>	<i>Central University</i>	<i>Yes</i>
		Self		

C. Independent Student's 2015 Income Information to Be Verified

Check the box that applies and submit the documentation requested, if applicable.

TAX FILER

- I have filed a 2015 tax return and I have used the IRS Data Retrieval Tool on the FAFSA to transfer my (and, if married, my spouse's) 2015 IRS income information into my FAFSA.

- I have filed a 2015 tax return, but I was unable or choose not to transfer my tax data into my FAFSA. I have attached my (and, if married, my spouse's) 2015 IRS Tax Return Transcript to this worksheet. If the student and spouse filed separate 2015 IRS Tax Returns, 2015 Tax Return Transcripts must be provided for both.

NON TAX FILER

- I (and my spouse, if married) was not required to file a 2015 tax return. I (and/or my spouse if married) was employed in 2015 and have **attached** copies of all of my (our) **2015 W-2 forms** and **confirmation of non-filing** dated on or after October 1, 2016 from the IRS.

- I (and my spouse, if married) did not file a 2015 tax return. I (we) was not employed and had no income earned from work in 2015. I have **attached confirmation of non-filing** dated on or after October 1, 2016 from the IRS.

D. Certification and Signature

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

I certify that all of the information reported on this worksheet is complete and correct.

Student's Wet Signature

Date

Note: We may require additional documentation if we have reason to believe that the information provided is inaccurate or incomplete. You should make a copy of this worksheet for your records.

For FA Office Use Only

Verified by:

(FA Counselor Signature)

(Date)