UNIVERSITY OF Redlands

Student Financial Services
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2020-2021 Verification Worksheet

Independent Student-Group 1

A. Student's Information

Last Name	First Name	M.I.	Redlands ID
Street Address (include apt. no.)	City	State	Zip Code
Date of Birth			Telephone Number w/ Area Code

B. Family Information

List Below the people in the **student's household.** Include:

- **Yourself**
- **Your spouse**, if married.
- **Your or your spouse's children**, if you or spouse will provide more than half of the children's support support from July 1, 2020, through June 30, 2021, even if the child does not live with the student.
- **Other people if they now live with you** and you or spouse provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2021.
- **Include the name of the college** for each household member who is or will be attending an eligible postsecondary education institution as at least a half-time student in a program that leads to a degree or certificate anytime between July 1, 2020, and June 30, 2021

Full Name	***Age***	***Relationship***	***College Attending during 2020-2021*** (Do not include K-12)	***Will be Enrolled at Least Half Time (Yes or No)***
1)		*Self (Student)*	*University of Redlands*	*Yes*
2)				
3)				
4)				
5)				
6)				
7)				
8)				

If you need to list additional family members, please add an additional page with section A completed along with additional family members listed in section B.

Student's Name ____ **Redlands ID**________________________

A. 2018 Student Income Verification (select one)

Have you (and/or, if married, your spouse) filed, or are you required to file a 2018 U.S. Federal Income Tax Return?

☐ **Yes.** You must use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information to your FAFSA; or provide your 2018 IRS Tax Return Transcript; or signed 2018 IRS Income Tax Return. *Please see the Verification FAQs for information on obtaining your tax transcript*. **OR**

☐ **No. I (and/or, if married, my spouse) had no income earned from work in 2018**. I/we will not file and are not required to file a 2018 Federal Income Tax Return. Provide documentation from the IRS dated on or after October 1, 2019 that indicates a 2018 IRS tax return was not filed with the IRS. *Please see the Verification FAQs for information on obtaining IRS confirmation of non-filing* **OR**

☐ **No. I (and/or, if married, my spouse) was employed in 2018** but will not file and are not required to file a 2018 Federal Income Tax Return. Provide documentation from the IRS dated on or after October 1, 2019 that indicates a 2018 IRS tax return was not filed with the IRS. *Please see the Verification FAQs for information on obtaining IRS confirmation of non-filing.*

Only complete this section if student and/or spouse did not file taxes for 2018. Student and/or spouse wages earned from work:		
Employer's Name	**Amount Earned in 2018**	**IRS W-2 Provided? (Yes of No)**
ABC's Auto Body Shop (example)	***$4,500.00***	***Yes***
Total Amount of Income Earned From Work	$	

List the name of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form. Attach copies of all 2018 W-2's received.

E. Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. **WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.**

(please print form to sign)
____ ______________
Student's Signature (Required) Date

(please print form to sign)
____ ______________
Spouse's Signature (Optional) Date

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Frequently Asked Questions about Verification

What is verification and why do I have to do it?
Verification is one form of financial aid "quality control." The process enables Student Financial Services to *verify* the accuracy of the information that you provided on your application for financial assistance. The U.S. Department of Education selects you to complete the verification process. Some students are selected every year, and some are never selected at all. In some cases, the University of Redlands may institutionally select students to complete the process.

Do I really have to complete the verification process?
YES! Regardless of how or why you were selected, you must complete the verification process in full if you wish to receive any financial aid. Scholarships and grants will not be credited to your student account until verification is completed. In addition, loans will not be processed, and you will not be allowed to begin a Federal Work Study job.

How long do I have to complete the verification process?
To expedite your financial aid package, you should respond as soon as possible. Your financial aid will not be finalized until the verification process is complete. It is your responsibility to ensure that your verification paperwork is returned to Student Financial Services in a timely manner.

Please note: *Students who do not complete verification by April 15 will have their financial aid temporarily placed on HOLD. Students will be responsible for paying the entire semester balance until verification is completed. Once verification is complete and eligibility determined, the financial aid will be reinstated or adjusted if applicable.*

What does my verification "group" mean?
The Department of Education has implemented verification groups V1, V4 and V5. Please refer to your verification letter for a list of the documents that you must provide for your verification group, as each group has distinct requirements. If you have further questions, please contact Student Financial Services.

Am I required to submit 2018 W-2 forms?
You are only required to submit W-2 forms if any of the following apply:

- You worked in 2018 but were not required to file and did not file a 2018 Federal Income Tax Return.
- You were granted a tax filing extension by the IRS beyond the automatic six-month extension for the 2018 tax year.
- You filed 2018 taxes as married filing jointly and are now separated, divorced, or widowed.

I don't have my W-2, what should I do?
You should request a duplicate W-2 from the employer who issued the original W-2 to you. You can also request a copy of your Wage and Income Transcript from the IRS at https://www.irs.gov/individuals/get-transcript.

If you are unable to get a copy of your W-2 or an equivalent document in a timely manner, you may provide a signed statement that includes:

- The amount of income earned from work. **and**
- The source of that income. **and**
- The reason why the W-2 or equivalent document is not available.

Am I required to file a Federal Income Tax Return for 2018?
For most people, a tax return must be filed with the Internal Revenue Service (IRS) if their 2018 income was at least:

Filing Status	Age at end of 2018	Minimum 2018 Gross Income
Single	Under 65	$12,000
	65 or older	$13,600
Head of Household	Under 65	$18,000
	65 or older	$19,600
Married, filing jointly	Under 65 (both spouses)	$24,000
	65 or older (one spouse)	$25,300
	65 or older (both spouses)	$26,600
Married, filing separately	Any age	$5
Qualifying Widow(er)	Under 65	$24,000
	65 or older	$25,300

Amounts listed are for people under the age of 65; if you are over 65, please refer to the IRS instruction booklets. This information is from the 2018 IRS 1040 and 1040A Instructions (see www.irs.gov).

Please note: self-employed persons are required to file a return if net earnings from self-employment were $400 or more.

How do I obtain a copy of my 2018 IRS Tax Return Transcript?
A 2018 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and ***NOT*** the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T at www.irs.gov/form4506t. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

In most cases, for electronic tax return filers, the IRS DRT or the IRS Tax Return Transcript will become available to them 2–3 weeks after their 2018 return has been accepted by the IRS. For paper filers, it will generally take 8 weeks after their 2018 return has been received by the IRS before the IRS DRT or the IRS Tax Return Transcript is available.

Do I need to provide my Tax Return Transcript and use the IRS Data Retrieval Tool?
No. You are only required to submit one or the other. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) which is part of the FAFSA on the Web: www.fafsa.gov. In most cases, no further documentation is needed to verify 2018 income information if that information was transferred ad not changed by the FAFSA filer.

How do I use the IRS Data Retrieval Tool?

Go to www.fafsa.gov, log in to your student FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section(s) of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into the FAFSA. It takes 2-3 weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to 8 weeks for paper IRS tax return filers.

I was granted a filing extension by the IRS beyond the automatic six-month extension for the 2018 tax year. What documents to I need to submit for the verification process?

- A copy of IRS Form 4868, ''Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,'' that was filed with the IRS for tax year 2018; ***and***
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2018; ***and***
- Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2019; ***and***
- A copy of IRS Form W–2 for each source of employment income received or an equivalent document for tax year 2018 and, ***and***
- If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2018.

I filed an amended tax return (1040X). What documentation do I need to submit?

If you filed an amended IRS Income Tax return for tax year 2018, you must provide:

- A signed copy of the 2018 IRS Form 1040X, "Amended U.S. Individual Income Tax Return" that was file with the IRS; ***and***
- A 2018 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcripts(s) that include all of the income and tax information required to be verified.

I am victim of IRS Tax-related identity theft. How do I complete the verification process?

If you are a victim of IRS tax-related identity theft you must provide:

- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft; ***and***
- A Tax Return Database View (TRDBV) transcript obtained from the IRS by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490.

  Tax filers who cannot obtain a TRDBV transcript may instead submit any other IRS tax transcript(s) that includes all of the income and tax information required to be verified

I filed a foreign tax return. What tax documents do I need to provide?

If you filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands you may provide transcript obtained at no cost from the IRS or other relevant tax authority. If you are unable to obtain a no cost transcript, you may submit a signed copy of the 2018 income tax return. A tax filer who filed an income tax return with the tax authority for America Samoa must provide a copy of his or her tax account information.

A tax filer who filed an income tax return with a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.

I did not file 2018 income tax returns; how do I provide confirmation of non-filing?

Parents of dependent students, independent students, and spouses must provide confirmation of non-filing from the IRS or other relevant tax authority dated on or after October 1, 2019 **if** they have not filed and are not required to file a 2018 income tax return.

All individuals who were granted a filing extension by the IRS beyond the automatic six-month extension for the 2018 tax year must also submit confirmation of non-filing.

Confirmation of non-filing can be obtained through:

- **Get Transcript Online** at https://www.irs.gov/individuals/get-transcript and request Verification of Non-filing Letter.
  To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T at www.irs.gov/form4506t. The letter is generally received within 10 business days from the IRS's receipt of the paper request form.

If you are a resident of a foreign country or are unable to obtain verification of non-filing, please contact the Office of Student Financial Services for further guidance.

What should I submit if I filed a 2018 joint income tax return, but at the time of filing the FAFSA was separated, divorced, or widowed?

Independent students or parent(s) of dependent students who have had a change in marital status since filing their 2018 joint income tax return, must submit:

- A 2018 IRS Tax Return Transcript; ***and***
- A copy of W-2 forms for each source of 2017 employment income received or an equivalent document.

If you or your parent are now married to someone other than the individual included on the 2018 joint income tax return, then a 2018 IRS Tax Return Transcript must also be submitted for stepparent or spouse.

What if the 2018 income does not accurately reflect my family's current situation?

Verification is still required to be completed using 2018 income information. You must still provide all of the relevant tax and income documents for the year requested. After verification is completed, you may request a review of the changes by filing the Special Circumstance Appeal form which can be found at www.redlands.edu/faforms.

Eligible circumstances for review include, but are not limited to, loss or reduction of employment, separation or divorce, unusual medical expenses not covered by insurance and loss of benefits such as social security or child support.