



2018-2019 VERIFICATION WORKSHEET

Arkansas Tech's Title IV School Code: 001089

This form must be completed in **blue or black ink** and returned to the Arkansas Tech Financial Aid Office
 • Brown Hall, Suite 206 • 105 West O Street • Russellville, AR 72801 • 479.968.0399 • 479.964.0857 (fax) • fa.help@atu.edu
 Note: All notifications of missing information, awards, and general information from the Financial Aid Office will be e-mailed to your OneTech account.

Your Federal aid application was selected for review in a process called "verification". In this process, TECH's financial aid office will be comparing information from your aid application with data from the IRS and this worksheet. **If we find conflicting information between these documents and your FAFSA, we will request additional information from you.**

If you do not complete this and any additional financial aid requirements before **June 1, 2018**, all estimated aid will be cancelled and you will not receive an actual award notice until **all** requirements are complete. We must review the requested information under the financial aid program rules (CFR Title 34, Part 668). If we find errors on your FAFSA, we will process the corrections electronically.

If you have questions, call us at 479-968-0399. You may fax information to us at 479-964-0857. Please indicate the student's ID number on all documents and use **blue or black ink**.

Student's Last Name	First Name	MI	Student ID number
Address			Date of Birth
City	State	Zip Code	Phone Number

Item 2: Read and check one below. Follow instructions to complete next item.

_____ **Independent Students:** For **Item 3 below**, write the names of all people you (and your spouse) will support between July 1, 2018 and June 30, 2019. Include yourself, your spouse and your dependent children and others (if you provide more than half of their support). Under "Current College Name", count yourself as a college student at ATU. Also write in the name of the college for any other household member who will attend at least half time in 2018-19 in a program that leads to a college degree or certificate.

_____ **Dependent Students:** For **Item 3 below**, write the names of all the people your parents will support between July 1, 2018 and June 30, 2019. **Include yourself, your parents (stepparents), your parent's dependent children and others** (if your parents provide more than half support or if they would be required to give parental information when applying for Federal student aid). Under "Current College Name", count yourself as a college student at ATU. Also write in the names of the college for any other household member who will attend at least half time in 2018-19 in a program that leads to a college degree or certificate.

If additional room is needed, attach a separate sheet of paper with names, ages, relationships, and current college name.

Item 3:

Full Name (first, mi, last)	Age*	Relationship to you	Current College Name Only**
<u>Example: John Q. Smith</u>	<u>20</u>	<u>Self</u>	<u>Arkansas Tech University</u>

*List ages as of date you applied on the 2018-19 FAFSA application. **Do not list elementary, high schools or previously attended colleges. Even though your parents may be included in the household size, you cannot include them in college number for 2018-19 school year.

Student Name: _____

ID Number: _____

2018-2019 VERIFICATION WORKSHEET PAGE 2

TAX RETURN AND INCOME INFORMATION

Item 4: Check the people below who **did** file a 2016 Federal income tax return and **used the IRS Data Retrieval Tool on the FAFSA:**

____ You ____ Spouse ____ Parent 1 ____ Parent 2

Item 5: Check the people below who **did** file a 2016 Federal income tax return and **DID NOT use the IRS Data Retrieval Tool on the FAFSA** and **submit** a copy of the 2016 IRS Tax Return Transcript:

____ You ____ Spouse ____ Parent 1 ____ Parent 2

Item 6: Check the people below who **did not and will not** file a 2016 Federal income tax return:

____ You ____ Spouse ____ Parent 1 ____ Parent 2

If you (or spouse) or your parent **did not file** a 2016 tax return but earned money in 2016, list earnings below and **submit** copies of all 2016 W-2 forms. (Example: student worked for Wal-Mart earned \$1000 or list odd jobs such as housekeeping, lawn mowing, etc., earned \$1000)

1. I, student, did not and will not file a 2016 Federal income tax return. I worked at _____ & earned \$_____ in 2016.
2. I, spouse, did not and will not file a 2016 Federal income tax return. I worked at _____ & earned \$_____ in 2016.
3. I, parent 1, did not and will not file a 2016 Federal income tax return. I worked at _____ & earned \$_____ in 2016.
4. I, parent 2, did not and will not file a 2016 Federal income tax return. I worked at _____ & earned \$_____ in 2016.

Important Information: To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2016 IRS tax return was filed). It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

ITEM 9: CERTIFICATION

By signing this worksheet, I (we) certify that all the information reported to qualify for Federal student aid is complete and correct. If dependent, parent must sign. Warning: If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

Student's Signature

Date

Parent's Signature

Date