

Your Free Application for Federal Student Aid (FAFSA) was selected by the Department of Education for review in a process called verification. Before we can determine your eligibility, we are asking you to confirm the information you reported on your FAFSA. To ensure the information is correct, we 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.

1. **YOU MUST REVIEW THIS ENTIRE WORKSHEET AND ACCURATELY COMPLETE AND SIGN THIS WORKSHEET.**

2. **SUBMIT THE COMPLETED WORKSHEET, TAX TRANSCRIPTS (IF REQUESTED), AND OTHER DOCUMENTS TO THE SWCC FINANCIAL AID OFFICE, P O Box 1101, RICHLANDS, VA 24641**

### A. Independent Student's Information:

Student's Last Name	Student's First Name	Student's M.I.	Student's ID	Student's SSN
Student's Street Address (include apt. no.)			/ /	( ) -
City			State	Zip Code
Student's Email Address				@email.vccs.edu

### B. Independent Student's Household Information:

**List below the names and ages of ALL Household Members that meet the definition here:**

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you will provide more than half of their support f, or if the child would be required to provide your information if they were completing a FAFSA. 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.

**Include the name of the college, if applicable, for anyone listed below who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution during the current year.**

Full name of member in household	Age	Relationship to student <b>If "other" is checked, relationship must be indicated.</b>	Will household member attend college at least half-time (6 semester credits/term) in a degree/certificate program in the current academic year? If yes, list name of college.
		Self	Southwest Virginia Community College
		Spouse, if married	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> child <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> child <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> child <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____
		<input type="checkbox"/> child <input type="checkbox"/> other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of college: _____

### C. Independent Student's (and Spouse's, if applicable) Income Information to Be Verified:

1. **COMPLETE THIS SECTION ONLY IF A 2018 TAX RETURN WAS OR WILL BE FILED: Check one applicable box**

The Financial Aid Office did not request tax transcripts be submitted with this Verification Worksheet from me (or my spouse, if I am married). (You would have specifically been notified to submit tax transcripts along with the request to submit this Worksheet.)

The Financial Aid Office is requesting tax information from me and I, the student (and if married, my spouse): **Select One**

\_\_\_\_\_ Have filed taxes and attached are the IRS tax return transcripts (not photocopies of income tax returns) requested by the Financial Aid Office. (If you have filed a joint return, and are no longer married as of the FAFSA filing date, you, the student, must also submit your W-2 or earning statements.)

\_\_\_\_\_ Will use the IRS Data Retrieval Tool at FAFSA.gov. (See instructions at the top of page two of this worksheet.) I will confirm that the information was processed with the Financial Aid Office 3 days after I use the IRS Data Retrieval Tool online prior to submitting this form.

\_\_\_\_\_ Am married as of the date of the FAFSA filing, **but my spouse and I filed separately**. As required, we are submitting our **separate tax return transcripts**. I understand that we are **not** able to use the IRS Data Retrieval Tool because we filed our taxes separately.

\_\_\_\_\_ Will not/have not filed by the IRS deadline and have attached IRS Form 4868 or IRS approval of extension beyond six months, all W-2s and estimated AGI and taxes paid. If self-employed a signed statement with the AGI and taxes paid amount is attached.

**Instructions for using the IRS Data Retrieval Tool on FAFSA.gov:** To use the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer IRS income tax information into your FAFSA. It takes up to two to three weeks for IRS income information to be available for the IRS Data Retrieval Tool if you electronically filed an IRS tax return, and up to eight weeks for paper IRS tax return filers. For additional information on using the IRS Data Retrieval tool contact the Financial Aid Office.

**If unable to provide tax transcripts, use the IRS Data Retrieval Tool, or amended taxes have been filed, contact the Financial Aid Office.**

**Note:** If you (or your spouse) cannot or choose not to use the IRS Data retrieval tool at FAFSA on the Web you must submit your IRS tax return transcript(s) that can be obtained at [www.irs.gov](http://www.irs.gov) – NOT PHOTOCOPIES of the income tax return.

**2. COMPLETE THIS SECTION IF A TAX RETURN WAS NOT FILED:**

Student – Select Applicable Statement	Spouse – Select Applicable Statement
<input type="checkbox"/> I, the student, <b>was not</b> employed and had no income earned from work.	<input type="checkbox"/> I, the spouse, <b>was not</b> employed and had no income earned from work.
<input type="checkbox"/> I, the student, <b>was</b> employed but not required to file - <i>Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.</i>	<input type="checkbox"/> I, the spouse, <b>was</b> employed but not required to file - <i>Must list below all sources of income earned from work and attach all W-2 forms and/or other earning statements.</i>
<input type="checkbox"/> I, the student, received Social Security Benefits or SSI	<input type="checkbox"/> I, the spouse, received Social Security Benefits or SSI

**Please complete below if you worked but were not required to file a tax return:**

Student/Spouse Name	Source of Income	Amount Earned	W-2 Attached?
Spouse	Suzy's Auto Body Shop (example)	\$2,000.00	Yes

**D. Certification and Signature:** I certify that all the information reported on this worksheet is complete and correct. Student's signature is required. Spouse's signature is optional.

**WARNING: If you purposely give false or misleading information on**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date