



2018-2019 Standard Verification Form

Your 2018–2019 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 may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact William Peace University as soon as possible so that your financial aid will not be delayed.

Section 1 - Student Information

Student's Last Name

Student's First Name

Student's M.I.

Student's Social Security Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City

State

Zip Code

Student's Email Address

Student's Home Phone Number (include area code)

Student's Alternate or Cell Phone Number

Section 2 – Household Size and Number in College

Dependent Student

List the people in your parents' household, including:

- Yourself and your parent(s) (including step-parent), even if you don't live with your parents. (if your parents are separated or divorced, list information for the parent from which you received more than half of your support)
- Your parents' other children, even if they don't live with your parent(s), if
 1. your parents provide more than half of their support from July 1, 2018 through June 30, 2019, or
 2. the children would be required to provide parental information when applying for federal student aid.
- Other people, **if** they now live with your parents **and** your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

Independent Student

List the people in your household, including:

- Yourself, and your spouse if you have one
- Your children, if you will provide more than half of their support from July 1, 2018 through June 30, 2019.
- 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 from July 1, 2018 through June 30, 2019.

Write the name, age, and relationship of all household members including yourself. If applicable, write the name of the college, university, or program for any family member, excluding your parent(s), who will be attending at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program. Attach a separate page if you need more space.

First and Last Name	Age	Relationship	College, University, or Program	Will be Enrolled at Least Half Time (Yes or No)

Section 3 – Tax Forms and Income Information

Tax-filers – all tax filers must provide an official 2016 tax transcript from the IRS. These tax transcripts can be requested online at www.irs.gov or by calling (800) 908-9946. **Please note that tax transcripts are not the same as copies of tax returns. Please contact the Office of Financial Aid if a tax transcript is not available.**

- Student** has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student’s FAFSA.
- Student** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student’s FAFSA once the 2016 IRS income tax return has been filed.
- Student** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2016 IRS Tax Return Transcript**.
- Student** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead has submitted a paper request form – IRS Form 4506-EZ or IRS Form 4506-T
- Spouse** has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student’s FAFSA.
- Spouse** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student’s FAFSA once the 2016 IRS income tax return has been filed.
- Spouse** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2016 IRS Tax Return Transcript**.
- Spouse** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead has submitted a paper request form – IRS Form 4506-EZ or IRS Form 4506-T
- Parent 1** has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student’s FAFSA.
- Parent 1** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student’s FAFSA once the 2016 IRS income tax return has been filed.
- Parent 1** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2016 IRS Tax Return Transcript**.
- Parent 1** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead has submitted a paper request form – IRS Form 4506-EZ or IRS Form 4506-T

- Parent 2** has used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- Parent 2** has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- Parent 2** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a **2016 IRS Tax Return Transcript**.
- Parent 2** is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead has submitted a paper request form – IRS Form 4506-EZ or IRS Form 4506-T

Individuals Who Filed an Amended IRS Income Tax Return

An individual who filed an amended IRS Tax Return:

- A **2016 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 transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Non-tax-filers - The instructions and certifications below apply to the student, spouse, or parent(s). Complete this section if the student, spouse, or parent(s) will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- Student** was not employed and had no income earned from work in 2016.
- Spouse** was not employed and had no income earned from work in 2016.
- Parent 1** was not employed and had no income earned from work in 2016.
- Parent 2** was not employed and had no income earned from work in 2016.
- Student** was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016 employer in 2016, and whether an IRS W-2 form is provided. (Provide copies if all 2016 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- Spouse** was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016 employer in 2016, and whether an IRS W-2 form is provided. (Provide copies if all 2016 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- Parent 1** was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016 employer in 2016, and whether an IRS W-2 form is provided. (Provide copies if all 2016 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.
- Parent 2** was employed in 2016 and has listed below the names of all employers, the amount earned from each employer in 2016 employer in 2016, and whether an IRS W-2 form is provided. (Provide copies if all 2016 IRS W-2 forms issued to the student and/or spouse by their employers). List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	Annual Amount Earned in 2016	IRS W-2 Provided?
<i>ABC's Auto Body Shop (example)</i>	<i>\$4,500.00</i>	<i>Yes</i>
Total Amount of Income Earned From Work	\$	

Note: We may require you to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed with the IRS.

Untaxed Income

Both tax filers and non-tax filers must list any untaxed income received in 2016. Be sure to enter zeros if no funds were received. **Failure to complete this section will delay the processing of your financial aid.**

Student and/or Spouse		Parent(s) (including step-parent(s))
\$	Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including but not limited to, amounts reported on W-2 Form Box 12a-12d codes D, E, F, G, H, and S.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh, and other qualified plans from IRS Form 1040 – line 28 + line 32 or 1040A – line 17.	\$
\$	Tax exempt interest income from IRS Form 1040 – line 8b or 1040A – line 8b.	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040 – line (15a minus 15b) or 1040A – lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here. If entering a figure, please include a copy of the 1099R.	\$

Signature(s) Required

By signing this worksheet, I (we) certify that all of the information reported on this worksheet is complete and accurate. If dependent, at least one parent must sign. **Warning: if you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature

Date

Parent Signature (dependent students only)

Date

If both parents are non-tax filers, then you are required to have both parents sign this document.

Parent Signature (dependent students only)

Date

* The financial aid office will notify you if there is additional documentation needed or any other questions to be answered. After verification is complete, you will be notified about the amount of financial aid you are eligible to receive.

**Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to the Office of Financial Aid at WPU.**

**William Peace University
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15 East Peace Street
Raleigh, NC 27604
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Fax: 919-508-2325**