

**2018-2019
(V1) Verification Worksheet
Office of Financial Aid**

INSTRUCTIONS

After completing the 2018-2019 Free Application for Federal Student Aid (FAFSA), your file was selected for a process called Verification. Please follow the instructions below and submit this form to our office as quickly as possible for processing:

- 1.) Complete each section of this document for processing. *If your parent's signature was required on the FAFSA, your parent(s) information is required on this form as well.*
- 2.) Applications may be submitted at either the Van Ness Campus Office of Financial Aid (OFA) (4200 Connecticut Ave. NW Bldg. 39, Suite A-133), or the Community College OFA (801 North Capitol St., Room 119). You can also submit your documents via email at fadocs@udc.edu. Please contact the OFA should you have any questions at (202) 274-5060.

SECTION 1: STUDENT GENERAL INFORMATION

Student's name (First, MI, Last)	N00#
Student's Primary Phone # (include area code)	Student ID#
	Student's UDC E-mail

SECTION 2: HOUSEHOLD SIZE

Please check one of the boxes below

Dependent Students – You were required to submit parental information on the FAFSA.

Independent Students – You were NOT required to put parental information on the FAFSA.

Please list in the table below:

- The Student.
- The Parents (including a stepparent) you were **required to include** on the FAFSA.
- Siblings, Step-siblings and other people who live with your parents included on the FAFSA, for whom they will provide over half of their support from July 1, 2018 to June 30, 2019.
- Also list the name of the College/University for each household member under 24, enrolled at least half time in a degree or certificate program from July 1, 2018 to June 30, 2019.

Please list in the table below:

- The Student.
- The Student's Spouse, if married.
- The student and/or spouse's children and other people who live in the home for whom you will provide over half of their support from July 1, 2018 to June 30, 2019.
- Also, list the name of the College/University for each household member who will be enrolled at least half time in a degree or certificate program from July 1, 2018 to June 30, 2019.

*Note: In the area below, only list the name of the COLLEGE/UNIVERSITY for each household member who is, or will be enrolled at least half time in a degree, or certificate program any time between July 1, 2018 and June 30, 2019. If the student is dependent, **DO NOT** include the parent's college/university.*

NAME	AGE	RELATIONSHIP to STUDENT	COLLEGE/UNIVERSITY ATTENDING in 2018-19	Attending a college or university at least half-time 2018-2019 Academic Year (Please Circle One)	
		Self	UDC	Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

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

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SECTION 3: INCOME/TAX INFORMATION

Tax Return Transcript and Income Information for 2016 Parent/Step-Parent (Dependent Students Only) – Check One

- Check here if you are completing the IRS Data Retrieval Tool at www.fafsa.gov (**PREFERRED METHOD**). See Below Request Method or click/copy link: <https://studentaid.ed.gov/sa/sites/default/files/transfer-tax-info-to-fafsa.png>
- Check here if you are ineligible to use the IRS Data Retrieval Tool and are attaching a copy of your **2016 IRS Tax Return Transcript**. See Below Request Method:
- Check here **if you did not file**, will not, and are not required to file a 2016 U.S Income Tax Return **Attach all copies of student and parent's 2016 W-2 from each employer. If your parent did not work or file 2016 taxes, please provide a 2016 IRS Verification of Non Tax Filing letter.** See Below Request Method:

Tax Return Transcript and Income Information for 2016 Student/Spouse (Independent Students Only) – Check One

- Check here if you are completing the IRS Data Retrieval Tool at www.fafsa.gov (**PREFERRED METHOD**). See Below Request Method or click/copy link: <https://studentaid.ed.gov/sa/sites/default/files/transfer-tax-info-to-fafsa.png>
- Check here if you are ineligible to use the IRS Data Retrieval Tool and are attaching a copy of your **2016 IRS Tax Return Transcript**. See Below Request Method:
- Check here **if you did not file**, will not, and are not required to file a 2016 U.S Income Tax Return. **Attach all copies of 2016 W-2 from each employer. If you did not work or file 2016 taxes, please provide your/spouse 2016 IRS Verification of Non Tax Filing letter.** See Below Request Method:

REQUEST METHOD	HOW TO REQUEST A 2016 TAX RETURN TRANSCRIPT AND/OR VERIFICATION OF NON TAX FILING LETTER?	PROCESSING DAYS
Online (on demand)	www.irs.gov/transcript	SAME DAY
Online (by mail)	www.irs.gov/transcript	5-10 DAYS
Amended Taxes	(800) 464-2050	3 WEEKS OR MORE
Telephone	(800) 908-9946	5-10 DAYS
Paper Request Form (4506T-EZ or 4506-T)	www.irs.gov/pub/irs-pdf/f4506tez.pdf	10 DAYS
In Person – Appointment Required	77 K. St. NW Call 1(844)545-5640	SAME DAY

SECTION 4: 2016 INCOME INFORMATION AND OTHER TYPES OF SUPPORT

Source	Please Circle One	Amount/Valued Received in 2016	Name of Recipient(s)
Cash* Support	Y or N		
In-Kind* Support	Y or N		
Other* Support:	Y or N		

* **In-kind support** means that you used someone else's resources as a means of living—i.e. you lived at your grandmother's house and used her utilities. ***Cash support received or paid on your behalf** means that you had bills in your name but someone else either gave you the money to pay those bills or someone else paid them on your behalf. ***Other Support** includes but not limited to any of the following: **WIC/SNAP/SSI/SSDI/TANF/SUBSIDIZED HOUSING/ETC.**

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Comments: *Note: Comments are REQUIRED if you responded NO to all of the financial support items. Please advise how you supported yourself in 2016.*

CERTIFICATIONS AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

<hr/>	<hr/>	Priority Submission Deadlines	
Student Signature	Date	Fall 2018	June 1, 2018
<hr/>	<hr/>	Spring 2019	November 1, 2018
Parent Signature* (required if dependent)	Date	Summer 2019	March 1, 2019

Parental signature is **REQUIRED if you were required to submit parental information on the FAFSA.*

Disclaimers: If this form is not completed correctly, your financial aid will not be processed. Print Clearly. Unreadable forms will be considered incomplete and not processed.

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

*Please submit to:
The UDC Office of Financial Aid*

Van Ness Campus, Building 39, Suite A-133

or

Community College Campus, Lobby Level Rm. 118

*Fax: (202) 274-6060
Email: fadocs@udc.edu*

Mailing Address
UDC-Office of Financial Aid
4200 Connecticut Ave. NW
Bldg. 39, Suite A-133
Washington, DC 20008