

Student's Last Name _____ First Name _____ M.I. _____ Student's Social Security Number _____

2018-19 Dependent Verification Worksheet-V1

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. To verify that you provided correct information, we will compare your FAFSA with the information on this verification form and 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, sign, and submit this verification form and required documents to AMDA's Financial Aid Office. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Student Tax Information:

1. Student Tax Filers: Check only one box below if the student **is required** to file a 2016 income tax return with the IRS.

The student completed the **IRS Data Retrieval Tool** in the FAFSA to transfer the **2016** IRS income tax return information.

TO USE THE IRS DATA RETRIEVAL TOOL:

- Log into www.fafsa.ed.gov to complete or correct your FAFSA
- Click "LINK TO IRS" to transfer your income information to your FAFSA

-OR-

The student will provide a **2016 IRS Tax Return Transcript**.

TO OBTAIN A 2016 IRS TAX RETURN TRANSCRIPT:

- Log into www.IRS.gov and click on the "Get My Tax Record" link or call 1-800-908-9946
- Make sure to request the **IRS Tax Return Transcript**

NOTE: Please allow approximately two weeks from the date you filed your tax return electronically to use the IRS Data Retrieval or request tax transcripts. If you filed a paper return, please allow 6-8 weeks for processing by the IRS.

2. Student Non-Tax Filers: Check only one box below if the student will not file and **is not required** to file a **2016** income tax return with the IRS.

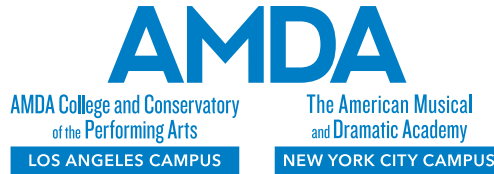
The student was not employed and had no income earned from work in **2016**.

-OR-

The student was employed in **2016** and has listed below the names of all employers, the amount earned from each employer in **2016**, and whether an IRS W-2 form was provided. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name	Amount Earned in 2016	IRS W-2 Provided?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes
Total Amount of Income Earned from Work	\$	

Submit to:	Los Angeles Financial Aid Office 6305 Yucca St., Los Angeles, CA 90028 Fax: 323-469-4823	New York Financial Aid Office 211 West 61st St., New York, NY 10023 Fax: 212-247-2784
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Parent Tax Information:

3. Parent Tax Filers: Check only one box below if the parents **are required** to file a **2016** income tax return with the IRS.
 The parents completed the **IRS Data Retrieval Tool** in the FAFSA to transfer the **2016** IRS income tax return information.

TO USE THE IRS DATA RETRIEVAL TOOL:

- Log into www.fafsa.ed.gov to complete or correct your FAFSA
- Click "LINK TO IRS" to transfer your income information to your FAFSA

-OR-

The parents will provide **2016 IRS Tax Return Transcripts**.

TO OBTAIN A 2016 IRS TAX RETURN TRANSCRIPT:

- Log into www.irs.gov and click on the "Get My Tax Record" link or call 1-800-908-9946
- Make sure to request the **IRS Tax Return Transcript**

NOTE: Please allow approximately two weeks from the date you filed your tax return electronically to use the IRS Data Retrieval or request tax transcripts. If you filed a paper return, please allow 6-8 weeks for processing by the IRS.

4. Parent Non-Tax Filers: Check only one box below if the parents are not required to file a **2016** income tax return with the IRS.
A VERIFICATION OF NON-FILING LETTER FROM THE IRS IS REQUIRED FOR ALL NON-TAX FILERS, EXCLUDING DEPENDENT STUDENTS.

TO OBTAIN A VERIFICATION OF NON-FILING:

- Log into www.irs.gov and click on the "Get My Tax Record" link or call 1-800-908-9946
- Make sure to request the **"Verification of Non-filing Letter"**

Neither parent was employed and had no income earned from work in **2016**.

-OR-

One or both parents were employed in **2016** and have listed below the names of all employers, the amount earned from each employer in **2016**, and whether an IRS W-2 form was provided. 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 Social Security Number at the top.

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

Note: We may require you to provide documentation from the IRS that indicates a **2016** IRS income tax return was not filed with the IRS.

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5. Household Information:

List the people in the **parents' household** including:

- The student.
- The parents (including a stepparent) listed on the FAFSA.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019 or if the other children would be required to parental information if they were completing a FAFSA for 2018-2019.
- Other people that live with the parents and will receive more than half of their support from the parents through June 30, 2019.

Please include higher education institutions for any household member, **excluding the parents**, who will be enrolled **at least half time** in a degree, diploma, or certificate program between July 1, 2018, and June 30, 2019.

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

Full Name	Age	Relationship to Student	College Institution	Will be Enrolled at Least Half Time (yes/no)
		Self	AMDA	

Note: We may require additional documentation to confirm the information provided regarding the household members enrolled in eligible postsecondary educational institutions.

6. 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.

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

 Print Student's Name

 Date of Birth

 Student's Signature

 Date

 Parent's Signature

 Date

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