

Lehigh Carbon Community College

2018/2019 Independent Verification Worksheet

Your 2018-2019 Free Application for Federal student Aid (FAFSA) was selected for the verification review process. This requires us to compare the FAFSA information with information reported on this institutional verification document and any other required documents. If there are differences, your FAFSA information must be corrected.

You and your spouse (if applicable) whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any other required documents and submit this form and the other required documents to the Office of Financial Aid at Lehigh Carbon Community College within 15 days. Failure to complete and return this information will result in a delay of the processing of your financial aid.

Step 1. Student Name _____ ID# _____

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. If the student and spouse (if applicable) separately or jointly filed a 2016 IRS income tax return but did not use the IRS DRT, then a 2016 IRS Tax Return Transcript must be obtained using one of the following methods:

1. **Get Transcript by MAIL** - Go to www.irs.gov, click "Get My Tax Record" Click "Get Transcript by Mail." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
2. **Get Transcript ONLINE** – Go to www.irs.gov, click "Get My Tax Record" Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." This option is not available to new users of the IRS web site.
3. **Automated Telephone Request – 1-800-908-9946.**
4. **Paper Request Form –IRS Form 4506-T.**
5. **Additional Information – Any other wage documents and this 2018/2019 Independent Verification worksheet.**

Step 2. Household Information:

List all people within your household from July 1, 2018, through June 30, 2019. This should include:

- ✓ Yourself (the student)
- ✓ The student’s spouse if the student is married.
- ✓ The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2018 through June 30, 2019 even if the children do not live with the student.
- ✓ Other people that live with the student and the student or spouse provide more than half of the other people’s support and will continue to provide more than half of their support through June 30, 2019.
- ✓ For any household member, excluding the student who will be enrolled at least half time in a degree or certificate program at an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019, include the name of the college.

Full Name	AGE	Relationship	Name of College/Degree program (if at least half-time during 2018-2019)
		Self	Lehigh Carbon Community College

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Step 3. Student Income Information - 2016

- 1. Check if you the student did not file a tax return for 2016. Provide documentation from the IRS dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. Complete a form IRS 4506-T, check the box next to Verification of Nonfiling (number 7).
- Check if you the student was not employed and had no income earned from work in 2016.
- Check if you the student was employed during 2016. List below the names of all employers, and the amount earned from each employer in 2016.

Source of Income (Employer's Name) (fill out only if you did NOT file federal taxes in 2016)	Amount earned in 2016

- 2. Did you contribute to a retirement plan or savings plan in 2016? Yes No

Step 4. Spouse Tax and Income Information - 2016

- 1. Check if your spouse did not file an income tax return in 2016. Provide documentation from the IRS on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. Complete a form IRS 4506-T, check the box next to Verification of Nonfiling (number 7).
- Check if your spouse was not employed and had no income earned from work in 2016.
- Check if your spouse was employed in 2016. . List below the names of all employers, and the amount earned from each employer in 2016.

Source of Income (fill out only if you did NOT file federal taxes in 2016)	Amount earned in 2016

- 2. Did you contribute to a retirement plan or savings plan in 2016? Yes No

Step 5. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct.

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

Print Student's Name Student's ID Number

Student's Signature (Required) Date

Spouse's Signature (optional) Date