



# 2018-2019 Verification Worksheet

## Dependent Student

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 must ask you to confirm the information reported on your FAFSA. The Financial Aid Office 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. The Financial Aid Office may request additional information.

Submit the completed worksheet/required documents to:

Maranatha Baptist University, Financial Aid Office  
745 West Main Street, Watertown, WI 53094  
fax: 920-261-9109/email: financialaid@mbu.edu

*If you have questions, please contact the Financial Aid Office at 920-206-2318.*

### Dependent Student's Information

Student's Last Name	First Name	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

### Dependent Student's Family Information

List the people in your parent(s)' household. Include:

- **Yourself (the student)**
- **Your parent(s)** (including a stepparent), even if you don't live with your parent(s).
- **Your parent(s)' other children**, if your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if they do not live with your parent(s).
- **Other people if they now live with your parent(s)**, if your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

\*Include the name of the college for any household member who will be enrolled at least half time in a degree, diploma, or certificate program at a post-secondary educational institution any time between July 1, 2018-June 30, 2019. **Do not include your parents.**

Full Name	Age	Relationship	College*	Will be enrolled at least half time?
Missy Jones (example)	18	Sister	Central University	Yes

*If more space is needed, attach a separate page.*

## Student Financial Information

### Did you file a 2016 IRS Tax Return?

- Yes** Complete tax return Information below.
  **No** Complete non-filing Information below.

#### If you filed a 2016 tax return, complete this section.

##### Check the box that applies:

- Student has used the IRS Data Retrieval Tool to transfer 2016 IRS income tax return information to the FAFSA.  
 Student will use the IRS Data Retrieval Tool to transfer 2016 IRS income tax return information into the FAFSA.  
 Student is unable or chooses not to use the IRS Data Retrieval Tool and instead will provide a 2016 IRS Tax Return Transcript.\*
  - 2016 Tax Return Transcript is attached
  - 2016 Tax Return Transcript will be provided later (approx. date \_\_\_\_\_)

See IRS Tax Return Transcript information below.

#### If you did not file a 2016 tax return, complete this section.

##### Check the box that applies:

- Student 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, and whether an IRS W-2 form is provided.\*

(List every employer even if the employer did not issue a W-2 form.)

Employer	Amount	W-2
_____	_____	Yes No
_____	_____	Yes No
_____	_____	Yes No

\*Note: You must submit a copy of all W-2 forms for 2016

## Parent Financial Information

### Did you file a 2016 IRS Tax Return?

- Yes** Complete tax return Information below.
  **No** Complete non-filing Information below.

#### If you filed a 2016 tax return, complete this section.

##### Check the box that applies:

- Parents have used the IRS Data Retrieval Tool to transfer 2016 IRS income tax return information to the FAFSA.  
 Parents will use the IRS Data Retrieval Tool to transfer 2016 IRS income tax return information into the FAFSA.  
 Parents are unable or choose not to use the IRS Data Retrieval Tool and instead will provide a 2016 IRS Tax Return Transcript.\*
  - 2016 Tax Return Transcript is attached
  - 2016 Tax Return Transcript will be provided later (approx. date \_\_\_\_\_)

See IRS Tax Return Transcript information below.

#### If you did not file a 2016 tax return, complete this section.

##### Check the box that applies:

- Neither parent was employed nor had income earned from work in 2016.  
 One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer, and whether an IRS W-2 form is provided.\*

(List every employer even if the employer did not issue a W-2 form.)

Employer	Amount	W-2
_____	_____	Yes No
_____	_____	Yes No
_____	_____	Yes No

\*Note: You must submit a copy of all W-2 forms for 2016

**You must 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. \***

- Confirmation of non-filing is attached  
 Confirmation of non-filing will be provided later (approx. date \_\_\_\_\_)

\*See IRS Verification of Non-Filing information below.

### IRS Data Retrieval Tool and IRS Tax Return Transcripts

Note: A Tax Return Transcript is not a copy of your tax return.

The best way to verify income is by using the IRS Data Retrieval Tool that is part of the FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov). In most cases, no further documentation is needed to verify income and tax information that was transferred to the student's FAFSA using the IRS Data Retrieval Tool if that information was not changed.

### How to request your 2016 IRS Tax Return Transcript or Verification of Non-Filing Letter

**Tax Return Transcript** — [www.irs.gov](http://www.irs.gov). Under "Tools" click "Get a Tax Transcript". Request the "IRS Tax Return Transcript"  
Telephone – 1-800-908-9946

**Verification of Non-Filing Letter** — Download IRS Form 4506-T, [www.irs.gov](http://www.irs.gov)  
Complete the form, select #7, Verification of non-filing, submit to IRS

## Certification and Signatures

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

Print Student's Name \_\_\_\_\_ MBU ID # \_\_\_\_\_

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both.**