

2018-2019 VERIFICATION WORKSHEET

STEP 1 – STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Social Security Number</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street</i>	<i>City/State/Zip</i>	<i>Birthdate</i>
<i>Local Phone Number (Include Area Code)</i>	<i>Permanent Phone Number (Include Area Code)</i>	<i>Email Address</i>	

STEP 2 – FAMILY INFORMATION

If you are a **dependent student**, include:

- Yourself
- Your parent(s) (including step-parents)
- Your parent(s) other dependent children if a) your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019, or b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people only if they now live in your parent household and your parents will provide more than half of their support from July 1, 2018 through June 30, 2019

If you are an **independent student**, include:

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2018 through June 30, 2019
- Other people only if they live in your household and you provide more than half of their support and will continue to do so from July 1, 2018 through June 30, 2019

Full Name	Age	Relationship	Name of College/Degree Program (If at least half-time 2018-2019)
		<i>Self</i>	<i>Marylhurst University/_____</i>

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STEP 3 – STUDENT TAX RETURN & INCOME INFORMATION – CALENDAR YEAR 2016

Were you required to file a 2016 Federal Income Tax Return?

YES...Mark one of the following options listed below:

- Attached is a copy of 2016 Federal Tax Return Transcript from the IRS (not a copy of Federal Tax Return), skip ahead to STEP 4.
- Completed IRS Data Transfer on FAFSA, skip ahead to STEP 4.
- Tax return not filed yet, will send signed copy of 2016 tax return transcript or do IRS data transfer at later date, skip ahead to STEP 4.

NO...Complete the table below and attach copies of ALL 2016 W-2 forms, skip ahead to STEP 4.

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2016
TOTAL	

STEP 4 – SPOUSE OR PARENT TAX RETURN(S) & INCOME INFORMATION – CALENDAR YEAR 2016

Were you required to file a 2016 Federal Income Tax Return?

YES...Mark one of the following options listed below:

- Attached is a copy of 2016 Federal Tax Return Transcript from the IRS (not a copy of Federal Tax Return), skip ahead to STEP 5.
- Completed IRS Data Transfer on FAFSA, skip ahead to STEP 5.
- Tax return not filed yet, will send signed copy of 2016 tax return transcript or do IRS data transfer at later date, skip ahead to STEP 5.

NO...Complete the table below and attach copies of ALL 2016 W-2 forms, skip ahead to STEP 5.

Source of Income (Fill out only if you did NOT file taxes)	Amount Earned in 2016
TOTAL	

** If you have successfully utilized the IRS Data Retrieval Tool on the FAFSA, the Tax Return Transcript will be waived. We cannot accept a copy of the Federal Tax Return filed with the IRS. To request a Tax Return Transcript or "W-2 Wage Summary" (if you did not keep a copy of your W-2 form) contact the IRS at 800.829.1040 or www.irs.gov. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.*

STEP 5 – CERTIFICATION: By signing this worksheet, I certify all the information reported is complete and correct:

Student Signature Date Student Name (Please Print) Student ID Number

Parent Signature (IF student is dependent) Date Parent Name (Please Print)