

LAMAR INSTITUTE OF TECHNOLOGY FINANCIAL AID

2018-2019 V1 Dependent Standard Worksheet

PURPOSE:

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **VERIFICATION**. The law says that we may ask you to confirm the information you and your parent(s) reported on your FAFSA. To verify that you provided correct information, the financial aid office at your school will compare your FAFSA to information on this worksheet and any required documents. If **CORRECTIONS** should be necessary, your **FINANCIAL AID OFFICE** will submit them via the Federal F.A.A. authorized site.

DO NOT MAKE CHANGES TO YOUR FAFSA ONCE THE VERIFICATION PROCESS HAS BEGUN AT YOUR SCHOOL.

INSTRUCTIONS:

You and at least one parent must complete and sign this worksheet, attach **ALL REQUIRED DOCUMENTS**, and submit the **COMPLETED PACKET** to the financial aid office. Your financial aid office may be required to ask for additional information based on data provided in your initial packet. Please comply timely if this becomes necessary. If you have questions about verification, contact your financial aid office as soon as possible so that your financial aid will not be delayed.

LIT ID: T- _____

Office Use Only
V1DEP

Student Name: _____ Date of Birth: ____ - ____ - ____

Street Address: _____ City: _____ State: _____ ZIP: _____

Student Phone: _____ Alternate Phone: _____ Parent Phone: _____

Section A: Family Information

List below the people in the parent(s)' household. You must include:

- Yourself and your parent(s) (**including a stepparent**) even if you don't live with your parent(s).
- Your parents' other children **IF** the parents **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.
 - Include children who meet either of these standards, even if the children do not live with the parent(s)
- Other people if they **now** live with the parent(s) and the parent(s) **provide more than half** of their support and will continue to provide more than half of their support through June 30, 2019.

Also: For any household member listed below (excluding parents) who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time between July 1, 2018 and June 30, 2019, please provide the College Name and a copy of their college schedule.

Full Name of Qualified Family Member	Age	Relationship To Student	College to be attended by family member	Enrolling ½ time or more	Schedule Attached
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>	<i>Yes</i>
		Self			<i>n/a</i>

Important Notice: If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both. Work with your Financial Aid Office to complete the Verification process timely and accurately. This will help prevent delays, and avoid loss of eligibility or future penalties.

Section B: Student Income Information

The best way to populate the income sections of your FAFSA and to complete the verification of income information is to have used the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation will be needed to verify 2016 IRS income tax return information if all data completely and correctly transferred into the student's FAFSA and IF that information has not been changed.

Student Tax Filers:

Complete this section if the student has filed a 2016 IRS income tax return(s).

Check the box that applies:

- The student **has used** the IRS DRT to transfer 2016 IRS income tax information to the 2018-2019 FAFSA.
- The student is **unable or chooses not to** use the IRS DRT in FAFSA on the Web, and has attached
 - 2016 IRS Tax Return Transcript**
 - 2016 W-2(s) or Wage & Income Transcript**
 - Statement of total 2016 earnings** from EACH employer not issuing W-2 forms.

**** Please note: Per federal regulations, *a photocopy of your 1040 tax form is NOT acceptable documentation* ****

Student Non-Filers:

- The student was not employed and had **ZERO INCOME** earned from work in 2016.
- The student **WAS EMPLOYED** in 2016 and has listed the names of **ALL** employers, the amount earned from each employer in 2016, and whether the employer(s) provided an IRS form W-2 for work performed in 2016.

Attach the following:

- 2016 W-2(s) or IRS Wage & Income Transcript**
- Statement of total 2016 earnings** from EACH employer not issuing W-2 forms

Employer's Name	2016 Earnings	W-2 Issued	Attached
<i>Suzy's Auto Body Shop (example)</i>	<i>\$\$\$\$\$.\$\$</i>	<i>Yes</i>	<input checked="" type="checkbox"/>

- Incomplete Verification Data will not be accepted** by the school. Verification cannot be completed until the required IRS documents and any additional necessary paperwork has been submitted to the school.

Important Notice: If we have reason to believe that the information regarding income data from the 2016 base-year is inaccurate, or if you have reported an unusually low income for your household size, we may require additional documentation. You may be required to submit IRS Tax Return Transcripts and Wage & Income Transcripts even though you utilized the IRS DRT to populate your FAFSA.

How to order 2016 Tax Return Transcripts (not ACCOUNT transcript) and Wage & Income Transcripts

- | | | |
|---|---|--|
| Online at www.irs.gov
Call IRS at
1-800-908-9946 | → Click "Get Transcript of Your Tax Records"
→ Provide data to set up an account with IRS
→ Select "Return Transcript" for 2016
→ Request "2016 Tax Return Transcript" | → Click "Get Transcript ONLINE"
→ Click "Higher Ed / Student Aid"
→ Request "Wage & Income Transcript" |
| Mail/FAX Form 4506T-EZ | → Available on the IRS website.
→ Request "Tax Return Transcript" | → Download / Print / Complete /Submit
→ Request "Wage & Income Transcript" |

Student's Name: _____

LIT ID#: _____

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Section C: Parent (s) Income Information

Important Note – The instructions below apply to each parent included in the household. If separate tax returns were filed both parties must provide documentation. If a parent is legally married BOTH parents' income information is required. If the parent is remarried the step-parent's income information is required.

Parent Tax Filers:

Complete this section if the parent(s) have filed a 2016 IRS income tax return(s).

Check the box that applies:

- The parent(s) **have used the IRS DRT** to transfer 2016 income information into the student's FAFSA.
- The parent(s) is **unable or chooses not to** use the IRS DRT in FAFSA on the Web, and has attached
 - 2016 IRS Tax Return Transcript**
 - 2016 W-2(s) or IRS Wage and Income Transcript**
 - Statement of total 2016 earnings** from EACH employer not issuing W-2 forms.

***** Please note: Per federal regulations, a photocopy of your 1040 tax form(s) is NOT acceptable documentation *****

Parent Non-Filers:

- Neither parent was employed during the last year, and there was **ZERO INCOME** earned from work in 2016.
- One or both parents **WERE EMPLOYED** in 2016 and have listed the names of **ALL** employers, the amount earned from each employer in 2016, and whether the employer(s) provided an IRS form W-2 for work performed in 2016.

Attach the following:

- 2016 IRS Tax Return Transcript or "Statement of Non-filing"**
- 2016 W-2(s) or IRS Wage & Income Transcript**
- Statement of total 2016 earnings** from EACH employer not issuing W-2 forms.

Employer's Name	Parent	2016 Earnings	W-2 Issued	Attached
<i>Suzy's Auto Body Shop</i> (example)	<i>Mother</i>	<i>\$\$\$\$\$.\$\$</i>	<i>Yes</i>	<input checked="" type="checkbox"/>

- Incomplete Verification Data will not be accepted** by the school. Verification cannot be completed until the required IRS documents and any additional necessary paperwork has been submitted to the school.

Important Notice: If we have reason to believe that the information regarding income data from the 2016 base-year is inaccurate, or if you have reported an unusually low income for your household size, we may require additional documentation. You may be required to submit IRS Tax Return Transcripts and Wage & Income Transcripts even though you utilized the IRS DRT to populate your FAFSA.

Each person signing this worksheet certifies that all of the information reported on it is complete and correct, and that any/all documentation required for consideration will be provided to assist the LIT Financial Aid Office with determination of eligibility. The student and at least one parent must sign and date.

Student's Signature

Date

Parent's Signature

Date

Submit this worksheet with COPIES of all required documentation to the LIT Financial Aid Office. Retain copies of this worksheet and all original documentation for your records.