

DIRECTIONS: Your 2018 - 2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **verification**. Federal regulations require the Financial Aid Office to verify the information that you reported on your FAFSA before awarding/dispersing financial aid. Based on the information you provide, additional information may be required, your FAFSA may be corrected and/or any offer of aid may be adjusted. If you have questions about verification, contact the Financial Aid Office as soon as possible. All financial aid will be held until verification is complete. Please submit the form, signed and dated, with all required signatures. Attach any required documents.

Student Name: _____

NECC ID: _____

Section A: Student's Household Information

Directions: List all of the people in your household who fit the descriptions below. Household size includes any person who receives more than half of their support from your household (including spouse). Include:

- Yourself
- Your spouse, if you are married
- Your children, if any, **IF YOU WILL PROVIDE MORE THAN HALF OF THEIR SUPPORT** from July 1, 2018, through June 30, 2019, or if the child would be required to provide your 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 you
- Other people if they now live with you and your spouse (if applicable) **AND** you and your spouse provide more than half of their support **AND WILL CONTINUE** to provide more than half of their support through June 30, 2019.

| FULL NAME | AGE | RELATIONSHIP TO STUDENT | COLLEGE or UNIVERSITY | Will be Enrolled at Least Half Time |
|---------------------------|-----------|-------------------------|-----------------------|-------------------------------------|
| Example: Your Name | 25 | <i>Self</i> | <i>NECC</i> | <i>Yes</i> |
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If the total number in the household and the total number in college has changed since you filed the FAFSA, please check the box to indicate that this is the correct number as of the date you complete the Verification Worksheet.

Section B: Student Marital Status (As listed on your FAFSA)

Directions: You must provide the month/year of your current marital status.

EXAMPLE: Married/Remarried _____ 12/2010 _____

- Never Married
- Married/Remarried _____
- Widowed _____

- Separated _____
- Divorced *** _____

*** Divorced after 2016? Please also include date of separation.

Section C: Earned Income Information

Directions: Check the box that applies to your 2016 tax filing status and **do not leave dollar values blank**. You are required to submit your spouse's income information if you are married.

To determine if you were required to file a 2016 Federal Tax Return please go to: <https://www.irs.gov/help/ita/do-i-need-to-file-a-tax-return>.

- If you (and Spouse, if applicable) filed 2016 taxes, you may be able to use the IRS Data Retrieval Tool (DRT) on the FAFSA.
- If you (and your Spouse, if applicable) cannot use or prefer not to use the DRT you will need to obtain a 2016 IRS Tax Return Transcript and submit it to our office.

To order an **IRS Tax Return Transcript** or **Verification of Non-filing Letter** go to: <https://www.irs.gov/individuals/get-transcript> or call the IRS at 1-800-908-9946

| Student | |
|--------------------------------------|--|
| <input type="checkbox"/> | I <u>filed</u> a 2016 Federal Tax Return (must use DRT or submit a tax transcript). |
| <input type="checkbox"/> | I was employed in 2016, <u>did not file</u> a 2016 Federal Tax Return, and was <u>not required to file</u> a tax return. <ul style="list-style-type: none"> ○ Attach 2016 W-2s and 1099s from all employers or self-employment and write total earned income below. ○ Submit a Verification of Non-filing Letter from IRS. |
| Income earned for 2016 was: \$ _____ | |
| <input type="checkbox"/> | I was not employed, <u>had no income</u> from work in 2016 and was <u>not required to file</u> a tax return. <ul style="list-style-type: none"> ○ Submit a Verification of Non-filing Letter from IRS.. |

| Spouse (if applicable) | |
|--------------------------------------|--|
| <input type="checkbox"/> | I <u>filed</u> a 2016 Federal Tax Return (must use DRT or submit a tax transcript). |
| <input type="checkbox"/> | I was employed in 2016, <u>did not file</u> a 2016 Federal Tax Return, and was <u>not required to file</u> a tax return. <ul style="list-style-type: none"> ○ Attach 2016 W-2s and 1099s from all employers or self-employment and write total earned income below. ○ Submit a Verification of Non-filing Letter from IRS. |
| Income earned for 2016 was: \$ _____ | |
| <input type="checkbox"/> | I was not employed, <u>had no income</u> from work in 2016 and was <u>not required to file</u> a tax return. <ul style="list-style-type: none"> ○ Submit a Verification of Non-filing Letter from IRS. |

Section D: Untaxed Income in 2016

Directions: If there was no untaxed income in 2016, use -0- or NONE. Do not leave dollar values blank.

| Student | Spouse (if applicable) |
|---|---|
| Untaxed income for 2016 was: \$ _____ List all sources of untaxed income for 2016 : _____ | Untaxed income for 2016 was: \$ _____ List all sources of untaxed income for 2016 : _____ |

Section E. Certification and Signatures: Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The **student must sign this worksheet**. **WARNING: IF YOU PURPOSELY GIVE FALSE OR MISLEADING INFORMATION ON THIS WORKSHEET, YOU MAY BE FINED, BE SENTENCED TO JAIL, OR BOTH.**

Student's Signature

Date

Spouse's Signature (Required if marital status is married)

Date