



Independent Student Verification Worksheet 2019-2020

Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for a review process called "Verification." Being selected does not mean you've done anything wrong! It does require us, as your school, to review the information provided on your application and document that it is correct. If there are differences between your FAFSA information and your financial documents, corrections may need to be made.

We cannot process your financial aid until verification has been completed, so please complete all applicable items, sign and return this form as soon as possible to our office. Please contact us if you have questions.

Student Last Name	Student First Name	Student M.I.	EMCC Student ID Number
Email address			Date of Birth

Section A: Family Information

List the people in your (the student's) household, include:

- Yourself; and
- Your spouse, if you are married; and
- Your children and your spouse's children if you or your spouse will provide more than half of their support from July 1, 2019 through June 30, 2020, even if a child does not live with you; and
- Other people if they now live with you and you or your spouse provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.

Provide the name of the college being attended by any household member listed below 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, 2019 and June 30, 2020.

Full Name	Age	Relationship	College	Will be enrolled at least Half Time (Yes or No)
<i>Suzy Smith (example)</i>	<i>18</i>	<i>Self</i>	<i>EMCC</i>	<i>Yes</i>

Section B: Student Income for Work Information

Student Name: _____ Student ID Number: _____

The instructions and certifications below apply to you and your spouse, if you are married.

Student Income from Work - Check the ONE box that applies:

Did you file taxes for 2017? If so, the [IRS Data Retrieval Tool](#) is the best way to verify tax information (unless you are married and you and your spouse filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017, in which case you are not eligible to use the IRS DRT). For more information on this tool, how to use it, and what to do if you are not eligible to use the tool, see page 3.

- I have filed a 2017 federal income tax return and used or will use the IRS Data Retrieval Tool within the FAFSA to transfer my 2017 IRS income information into my FAFSA.
- I have filed or am required to file a 2017 federal income tax return and are unable or choose not to use the IRS Data Retrieval Tool within the FAFSA. **I have attached my 2017 IRS tax return transcript.**
- I (and/or my spouse, if married) was employed in 2017 and did not file and was not required to file a 2017 Federal Tax Return. **I have attached my (and my spouse's, if married) 2017 W-2s from all employers and completed the box below.**

Employer's Name	2017 Amount Earned	W-2 Attached? Required if provided by employer

- I (and/or my spouse, if married), have not filed and I am (or we, if married, are) not required to file a 2017 federal income tax return and had no income earned from work in 2017.

Signing this worksheet certifies that all of the information reported on it is complete and correct.

Student Signature

Date

Return by mail to:

**Eastern Maine Community College
Katahdin Hall
Financial Aid Office
354 Hogan Road
Bangor, ME 04401**

Important Information and Instructions

Information for Tax Filers

If you filed or are required to file a 2017 federal tax return, the best way to verify income is by using the IRS Data Retrieval Tool within the FAFSA.

- **To use the IRS DRT:**
 - Go to FAFSA.gov
 - Log in using your (the student's) FSA ID
 - Select "Make FAFSA Corrections"
 - Navigate to the Financial Information section of the application.
 - Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into your FAFSA.
- **You will not be able to use the IRS Data Retrieval Tool and must submit a Tax Return Transcript if:**
 - you are married and you and your spouse filed as Married, Filing Separately. Both you and your spouse will need to submit a Tax Return Transcript.
 - your marital status changed after December 31, 2017 (current marital status doesn't match 2017 tax filing status). Please contact the Financial Aid Office for additional instructions.

If unable to use the IRS Data Retrieval Tool, request a 2017 Tax Return Transcript. Go to IRS.gov and click on "Get Your Tax Record" or call 1-800-908-9946.

Information for Non Tax Filers

What is a Verification of Nonfiling Letter?

The U.S Department of Education requires independent students who did not file a federal income tax return to submit documentation from the IRS stating that a tax return was not filed. This documentation comes in the form of an "IRS Verification of Nonfiling Letter" which must be provided to EMCC. If you are married, both you and your spouse must provide a letter stating that a 2017 federal income tax form was not filed.

How do I get Verification of Nonfiling Letter from the IRS?

To obtain a 2017 Verification of Nonfiling Letter from the IRS, complete a Form 4506-T. Form 4506-T is available from your student portal on MyEMCC/Financial Aid/Forms and Resources/General Purpose/Form 4506-T **or** from the IRS. To obtain a Form 4506-T from the IRS:

- *Go to IRS.gov*
 - *Click on "Get Your Tax Record"*
 - *On the right hand side of page under "Related Items" click on "About Form 4506-T, Request for Transcript of Tax Return"*
 - *Under "Current Products" click on "Form 4506-T"*
- ✓ To complete Form 4506-T, enter information in Lines 1a – 5b, check the box on Line 7 to request a Verification of Nonfiling, enter 12/31/2017 in Line 9, and complete the signature section at the bottom of the form.
- ✓ Fax the form to 855-800-8015 **or** mail to the Internal Revenue Service at:
- RAIVS Team
 - P.O. Box 145500
 - Stop 2800 F
 - Cincinnati, OH 45250