



**Center for Student Financial Aid  
California State University, Los Angeles**

5151 State University Drive, SA 124  
Los Angeles, CA 90032-8402  
Phone: (323) 343-6260  
Fax: (323) 343-3166

2018-2019  
12/2017

For office use only:

**Verification Worksheet (Independent)**

Your 2018-19 [Free Application for Federal Student Aid \(FAFSA\)](#) or Dream (AB540) Application was selected for review in a process called "Verification." The Financial Aid Office will compare your FAFSA with the information on this worksheet and any other required documents. If there are any discrepancies, your FAFSA information will need to be corrected. Please keep in mind that incomplete forms will create a delay in processing.

**Instructions:**

- Complete and sign this worksheet.
- Submit the worksheet and any required documents to the Center for Student Financial Aid.

**Section A. Student's Information**

\_\_\_\_\_

Last Name                                      First Name                                      M.I.                                      Cal State LA Campus Identification Number (CIN)

\_\_\_\_\_

\_\_\_\_\_

Phone Number

**Section B. Student's Family Information**

List the people in ***your household***. Please 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 other children would be required to provide your information if they were completing a FAFSA for 2018-19. 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 you will provide more than half or their support and will continue to provide more than half of their support through June 30, 2019.

Include the names all household members that meet the definition above in the space(s) below. Also, include the name of the **college** for any household member(s) who will be enrolled at **least half-time** in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018 and June 30, 2019.

Attach a separate page if needed. Note: Additional documentation may be required if there is reason to believe that the information regarding the household members enrolled in an eligible postsecondary educational institution is inaccurate.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half-Time
<i>Martha Jones (example)</i>	<i>24</i>	<i>Sister</i>	<i>California State University, Los Angeles</i>	<i>Yes</i>
		<b>Self/Student</b>		

**Section C. Student's Income Verification (Use 2016 Income Only)**

Note: If you listed a spouse in Section B of this worksheet, the instructions and certifications below refer and apply to both student and spouse.

**PART 1: Tax Return Filers** (This question is only for those who filed a 2016 Federal Income Tax Return with the IRS and used the IRS Data Retrieval Tool). NOTE: The IRS Data Retrieval Tool is not available for Dream (AB540) Application Filers or if you filed an amended tax return.

Did you file a 2016 federal tax return with the IRS?

Yes  If yes, complete this Section and SKIP Parts 2 and 3                      No  If no, complete Part 2 and SKIP Part 3

Check only 1 box below:

- Check here if you are a FAFSA filer and you used the IRS Data Retrieval Tool at FAFSA on the Web to retrieve and transfer your 2016 IRS income information onto your FAFSA. *The Financial Aid Office will upload the Data Retrieval Information to complete the verification process. You may skip the rest of this Section.*
- Check here if you are either a: Dream Application Filer OR unable to OR choose not to use the IRS Data Retrieval Tool and you are submitting a paper copy of a **2016 IRS Tax Return Transcript** from the IRS with this worksheet.

A 2016 IRS Tax Return Paper Transcript may be obtained through the following options:

- Online Request: [www.IRS.gov](http://www.IRS.gov). Request "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- Telephone Request: Call 1-800-908-9946
- Paper Requests: Submit IRS Form 4506T-EZ or IRS Form 4506-T to the IRS.
- Filers of amended tax returns must submit their 2016 IRS tax transcript AND a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS

**PART 2: Non-tax Filers** (This question applies to those who did not file a 2016 income tax return and were not required to do so)

Did you file a 2016 federal tax return with the IRS?

Yes  If yes, complete Part 1 above and SKIP Parts 2 and 3.  
 No  If no, complete this Section (both 2A and 2B) and SKIP Parts 1 and 3.

Part 2A: Verification of non-filing status: Check only 1 box below:

- Check here if you and/or spouse were not employed and had no income from work during 2016.
- Check here if you and/or spouse did not file a tax return but were employed in 2016. For 2018-19, non tax filers selected for verification must provide supporting documentation of nonfiling. Request one of the following documents by mailing or faxing form [4506-T](#) to the IRS:
  - Verification of non-filing letter
  - Tax Return Transcript
  - Tax Account Transcript
  - AND a wage and income transcript if you were employed but did not have to file taxes.

NOTE: The IRS documents will indicate that the IRS does not have a tax return record on file for the relevant tax year, such as: "No record of return filed" or "No transcript on file." Any IRS documents with unclear messages, such as "could not be processed" or the "request could not be honored" will not be accepted as verification of nonfiling.

List below the name of all employers and the amount you and/or spouse earned from work from each employer. Attach a copy one of the above documents along with a W-2 form(s) or 1099 issued by your employers. If more space is needed, attach a separate page with your name and CIN# at the top. **List every employer even if they did not issue an IRS W-2 or 1099 form.**

Employer's Name/ Source of Income	2016 Amount Earned/ Income
<i>Suzy's Auto Body Shop (example)</i>	<i>\$1,900 (example)</i>
<b>TOTAL Amount of Income Earned From Work:</b>	\$

Part 2B: Verification of non-filing identification: Check only 1 box below and attach the appropriate documentation:

- Check here if you have a valid SSN (Social Security Number), ITIN (Individual Taxpayer Identification Number), or EIN (Employer Identification Number). If you check this box, please one of the following documentation dated on or after October 2017:
- o IRS Verification of Nonfiling, or
  - o IRS Form 13873 that clearly states IRS has "No record of return filed" or "No transcript on file" for tax payer, **or**
  - o Any IRS documents that clearly states IRS has "no record of return filed" or "No transcript on file" for tax payer
- Check here if you DO NOT have a valid SSN (Social Security Number), ITIN (Individual Taxpayer Identification Number), or EIN (Employer Identification Number).

**PART 3: Amended Tax Return Filers** (This question is for those who filed a 2016 IRS tax return and amended it)

*Did you file an amended 2016 federal tax return with the IRS?*

Yes  If yes, you must submit the following:

- Paper copy of the 2016 IRS "Tax Return" Transcript (AND)
- A signed copy of the Amended 2016 1040X

No  Answer either Part 1 or 2 above, not both

**Section D. Please Sign and Date Below**

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct.

The student must sign this worksheet. If married, the spouse's signature is optional.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**