



2019-2020 V1 – Standard Verification Worksheet

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review by the U.S. Department of Education. Federal regulations require colleges to use a verification process to confirm the accuracy of information you and your parents/stepparents or spouse reported on your FAFSA. The financial aid administrator at ENMU-Roswell will compare your FAFSA information with the information on this worksheet and with any other required documents. If there is a difference, the ENMU-Roswell Financial Aid Office may correct your FAFSA. You and at least one parent/stepparent (if you are a dependent student) must complete and sign this worksheet, attach any required documents and submit the form to the ENMU-Roswell Financial Aid Office. We may ask for additional information. If you have questions about verification, contact our office as soon as possible to avoid delaying your financial aid award offers.

What you should do:

- If you filed a 2017 federal tax return:** Follow instructions on the requirement notice to either use the IRS Data Retrieval Tool or request a required IRS Tax Transcript. **Copies of tax returns are not accepted.**
If you earned wages but are not required to file a 2017 federal tax return: Locate all 2017 W-2 forms and obtain a 2017 IRS Verification of Non-Filing Letter using IRS form 4506-TEZ (Dependent students do not need an IRS Verification of Non-Filing Letter).
If you didn't work and don't have to file a 2017 federal tax return: Obtain a 2017 IRS Verification of Non-Filing Letter using IRS form 4506-TEZ. (Dependent students do not need an IRS Verification of Non-Filing Letter.) Be sure to list amounts in Sections D & E of this worksheet.
- Make copies of required documents (IRS Tax Transcript(s), W-2 form(s), IRS Verification of Non-Filing Letter(s), etc.) for yourself and your parent(s)/spouse.
- Complete and sign this worksheet in its entirety (with at least one parent/stepparent, if applicable). Please refer to instruction letter to fill out worksheet correctly.
- Submit the completed worksheet, IRS Tax Transcript(s), and any other requested documents. We recommend turning all documents in at the same time to avoid delaying your financial aid award offers.
- If necessary, provide any additional information/documentation required to complete your verification process.

A. Student Information

Last name	First name	Middle Initial	Social Security Number	Student ID
Address (Include apt. no.)			City	State Zip
Home phone number (include area code)			Cell Phone number (include area code)	

B. Student Family Information

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

- Yourself
- Your parent(s) (including a stepparent)
- Your parent(s)' other children if your parents will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the other children will be required to provide parental information if they are completing a FAFSA for 2019-2020
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2020

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

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half their support from July 1, 2019 through June 30, 2020, or if they would be required to provide parental information if they were completing a FAFSA for 2019-2020
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2020

Full Name	Age	Relationship	College	Will enrollment be at least half-time?
		<i>Self</i>	<i>ENMU-Roswell</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Child Support Paid

Did you pay child support because of a divorce or separation during the calendar year 2017? Yes No

If yes, complete the table below. (Do not include support for the children included in household size from Step B.)

Amount of child support paid	Name of person to whom child support was paid	Name and age of child	Name of person who paid child support
Total:			

D. Student Tax Transcript and Income Information

Are you or will you be required to file a 2017 Federal Tax Return?

Yes, please designate below:

- I used the IRS Data Retrieval Tool When I filled out my FAFSA.
- I have corrected my FAFSA using the IRS Data Retrieval Tool.
- I have attached a copy of a **Federal Tax Return Transcript** from the IRS. **Copies of tax returns are not accepted.**

No, **complete the table** below and attach copies of all 2017 W-2 forms and required IRS Verification of Non-Filing Letter(s). Dependent students do not need an IRS Verification of Non-Filing letter. (If you did not work, put zero or N/A in table below.)

Source of income (fill out only if you did not file taxes)	Amount earned in 2017 (if no earning, write 0)
Total:	

E. Spouse/Parent Tax Transcript and Income Information

Are you or will you be required to file a 2017 Federal Tax Return?

Yes, please designate below:

- I used the IRS Data Retrieval Tool When I filled out my FAFSA.
- I have corrected my FAFSA using the IRS Data Retrieval Tool.
- I have attached a copy of a **Federal Tax Return Transcript** from the IRS. **Copies of tax returns are not accepted.**

No, **complete the table** below and attach copies of all 2017 W-2 forms and required IRS Verification of Non-Filing Letter(s). Dependent students do not need an IRS Verification of Non-Filing letter. (If you did not work, put zero or N/A in table below.)

Source of income (fill out only if you did not file taxes)	Amount earned in 2017 (if no earning, write 0)
Total:	

F. Additional Financial Information

Answer every item. If answering yes to any item, be sure to write annual amount for 2017 for that item.

Types of taxable income	Student	Parent/Spouse
Need Based Employment Program Earnings: Only list federal work-study, and earning portions of fellowships and assistantships received during 2017.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
Student Grant and Scholarship Aid: Americorps benefits, grant and scholarship portions of fellowships and assistantships during 2017 and reported as adjusted gross income.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
Combat Pay or Special Combat Pay: Taxable amount received during 2017 and reported as adjusted gross income.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
Types of untaxed income		
Tax Deferred Pensions: W-2 boxes 12a-d (Codes D-H and S only)	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
Child Support Received: List the amount of child support received during 2017.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
Military/Clergy Allowance: BAS (Basic Allowance for Subsistence); not housing.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
VA Non-Educational Benefits: Includes disability, death pension, DIC	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
Other Untaxed Income: Can include Worker’s Compensation, disability, etc. Don’t include student aid, earned income credit, additional child tax credit, welfare payments, untaxed SSI payments, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____
Other Non-Reported Money: Money received or paid on your behalf (e.g. bills), not reported elsewhere on this form. This includes money you received from a parent whose financial information is not reported on this form and not part of a legal child support agreement. If you are an independent student and did not work or use your financial aid from 2017 to live on. Enter the annual amount received.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: _____

G. Certification and Signatures

Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sent to prison, or both. By signing this worksheet, I certify all information reported is complete and correct.

Student Signature

Date

Parent/Stepparent signature (required if student is dependent)

Date