



## 2018-2019 Verification Worksheet-Independent Student

Your 2018–2019 FAFSA was selected for verification, a process in which the financial aid office must obtain documentation to ensure accuracy of the information submitted on the FAFSA. Information provided on the FAFSA will be compared with required documents (2016 IRS Tax Returns, W2s, etc.). If there are differences, your FAFSA information may need to be electronically corrected. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Student’s Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_  
 Contact # \_\_\_\_\_ Secondary # (spouse) \_\_\_\_\_

### B. Family Information

Include yourself, your spouse, and children, and other people as part of your household only if you provide more than half of their support, and will continue to provide more than half of their support between July 1, 2018 and June 30, 2019.

Full Name	Age	Relationship	College – if attending at least ½ time in 2018-19)
Student’s Name:		Self	East Texas Baptist University

*If more space is needed, attach a separate page.*

### Tax Return Filers - both student and spouse:

- Link the 2016 Tax Return Transcript using the Data Retrieval Tool (DTR) by access the student’s FAFSA online at [fafsa.gov](http://fafsa.gov). The DTR is found under the Financial Information section of the FAFSA. Electronically sign and submit the corrected FAFSA to ETBU. This option take 2 business days to be sent to the school.  
 OR  
 Request the 2016 Tax Return Transcript at [www.irs.gov](http://www.irs.gov) select “Get Your Tax Record” and then “Get a Transcript (Online or by Mail).” Request a *Return Transcript* **NOT** an *Account Transcript*. This option takes 5-10 business to be mailed to you.
- Submit the completed form and supporting documents to the ETBU financial aid office.

**Non Tax Filers - both student and spouse:**

- Complete this section if you did not and were not required to file a 2016 income tax return with the IRS.  
Please check if you were not employed and had no income earned from work in 2016.  
 Student  
 Parent(s)
- Request the 2016 Tax Return Transcript at [www.irs.gov](http://www.irs.gov) select "Get Your Tax Record" and then "Get a Transcript (Online or by Mail)." Request a *Return Transcript* **NOT** an *Account Transcript*. This option takes 5-10 business to be mailed to you. Or print and complete the 4506-T form found on ETBU's Financial Aid page and return to the Financial Aid Office.

**Non Tax Filers Continued:**

- Complete this section if the student and/or spouse were employed in 2016 and were not required to file a 2016 income tax return and attach a copy of the **2016 IRS W-2** from each employer.

**Student:**

Employer's Name	2016 Amount Earned

**Spouse:**

Employer's Name	2016 Amount Earned

**C. Additional Information**

**SNAP (Food Stamps)**

- You or your spouse received SNAP (food stamp) benefits in 2015 or 2016 and will provide documentation of the receipt of SNAP benefits during 2015 and/or 2016.

**Child Support Paid**

- Complete the section below if you or your spouse paid child support in 2016.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support was Paid	Name of Child for Whom Support was Paid	Age of Child for Whom Support was Paid	Amount of Child Support Paid in 2016

Other

**Untaxed Income** (IRA distributions/deductions/payments, pensions, child support received, clergy allowances, veterans non-education benefits)

Source: \_\_\_\_\_ Amount: \_\_\_\_\_

**D. Certification and Signatures**

By signing this worksheet I (we) certify that all of the information reported on it is complete and correct. I understand that purposely giving false or misleading information on this worksheet can result in a fine, jail sentence, or both.

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

\_\_\_\_\_  
Date

**Return this form and any attachments to:**  
**Office of Financial Aid – East Texas Baptist University**  
**One Tiger Drive, Marshall, TX 75670**  
**Phone: 903-923-2138**  
**Email: [financialaid@etbu.edu](mailto:financialaid@etbu.edu)**  
**Fax: 903-934-8120**

Revised: December 2017