

TEACHERS COLLEGE COLUMBIA UNIVERSITY

2020–2021 Income Verification Worksheet for Federal Student Aid Programs (VW1/VW5)

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Federal guidelines state that information you reported on your FAFSA must be confirmed before any student aid is awarded. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required documents. Complete this worksheet, attach any required documents, and submit the form to Teachers College Office of Financial Aid.

PART I: Student Information

_____ Last Name	_____ First Name	_____ M.I.	_____ TCID Number
_____ Telephone Number (include area code)			_____ TC UNI/Email Address

PART II: Household Information

In the fields below, please list the people in your household. 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, 2020, through June 30, 2021, or if the child would be required to provide your information if they were completing a FAFSA for 2020–2021. 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 provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.
- College information for any household member who will be enrolled at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2020, and June 30, 2021. *If more space is needed, attach a separate page with your name and TCID at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time?
<i>Marty Jones (example)</i>	28	<i>Spouse</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

PART III: Student Income Information to Be Verified

Depending on whether you have completed a 2018 income tax return, you may be asked to provide additional documents such as a IRS Tax Return Transcript, or copies of your W-2 form. **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of your FAFSA.**

Important Note: The instructions below apply to the student and spouse (if married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018.

Please continue to next page.

PART III: Student Income Information to Be Verified (Continued)

IF YOU ARE A TAX RETURN FILER – If you filed a 2018 income tax return with the IRS, check one of the options below and provide the necessary documents.

- ☐ I, the student, have used the IRS DRT in FAFSA on the Web to transfer my 2018 IRS income information into my FAFSA.
- ☐ I, the student, have not yet used the IRS DRT in FAFSA on the Web, but I will use the tool to transfer my 2018 IRS income information into my FAFSA.
- ☐ I, the student, am unable or choose not to use the IRS DRT in FAFSA on the Web, and I will submit to the school **2018 IRS tax return transcript(s)**, NOT photocopies of the income tax return.*

_____ Check here if an IRS tax return transcript(s) is attached to this worksheet.

_____ Check here if IRS tax return transcript(s) will be submitted to your school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to your school.

AMENDED Tax Return Filers: If you (or your spouse, if married) file, or will file, an amended 2018 IRS tax return, you must provide a **2018 IRS Tax Return Transcript** for income/tax information required to be verified **and** a signed copy of the **2018 IRS Form 1040X**, “Amended U.S. Individual Income Tax Return”.

FOR CHANGES IN TAX FILING/MARITAL STATUS: If you and your spouse filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the 2018 IRS Tax Return Transcript(s) must be provided for each.

**To obtain an IRS tax return transcript, go to www.irs.gov and click on the “Get a Tax Transcript” link, or call 1-800-908-9946. Make sure to request the “IRS tax return transcript” and not the “IRS tax account transcript.” A tax account transcript will only be requested if you have made amendments to your existing tax return. If you are married and you and your spouse filed separate 2018 tax returns, you must submit tax return transcripts for both you and your spouse.*

IF YOU ARE A TAX RETURN NON-FILER – If you will not file and are not required to file a 2018 income tax return with the IRS, check one of the options below and provide the necessary documents.

You must provide a Verification of Non-Filing Letter clearly indicating a 2018 income tax return was not filed with the IRS or other relevant tax authority. This can be obtained through www.irs.gov.

- ☐ I, the student (and, if married, the student’s spouse), was not employed and had no income earned from work in 2018.
- ☐ I, the student (and/or the student’s spouse if married), was employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether and IRS W-2 form is attached. **Attach copies of all 2018 W-2 forms issued to you (and, if married, to your spouse) by employers.** List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and TC ID at the top.

Employer’s Name	IRS W-2 Attached?	2018 Amount Earned
<i>Suzy’s Auto Body Shop (example)</i>	<i>Yes</i>	<i>\$2,000</i>
<i>Total Amount of Income Earned from Work</i>		

PART IV: Certification and Signature

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet. If married, the spouse’s signature is optional. *Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to Teachers College Office of Financial Aid and retain a copy for your record.*

Student’s Name (Print)

Student’s Signature

Date

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

Spouse’s Signature (Optional)

Date (Optional)