



## Verification Form 2018-2019

**Financial Aid Office**  
**Phone: (208) 524-3000**  
**Toll Free: 1-800-662-0261**  
**Fax: (208) 525-7026**  
[financial.aid@cei.edu](mailto:financial.aid@cei.edu)

1600 S. 25<sup>th</sup> E. Idaho Falls, Idaho 83404

First Name	Last Name	Student ID	Last 4 SSN	Phone Number
			XXX-XX-	

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information the financial aid office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the Financial Aid Office. If you have questions about verification, contact our office as soon as possible so that your financial aid will not be delayed.

- ❖ **Complete Sections 1-2 and sign the Verification Worksheet. Make sure to carefully read all instructions as errors can delay processing of your financial aid. Please allow 3-4 weeks for processing.**
- ❖ **Submit the completed worksheet along with copies of 2016 IRS Tax Return Transcripts (if requested-See section 2) and any other documents to the Financial Aid Office.**

### Section 1 – Household Information

**Write the names of all family members in the household, age, relationship to student, and college attending. If you need more space attach a separate page.**

If you are **Independent** you will include the following:

- Yourself, and your spouse if you have one, and
- An unborn child may be listed if it will be born by June 30, 2019 (give the “due date” instead of age)
- 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 their support from July 1, 2018 through June 30, 2019.

**Note:** You are **DEPENDENT** if:

- You were born after January 1, 1995,
- As of today you are not married, at the beginning of the 2018-2019 school year
- You will not be working on a master’s degree,
- You are not currently serving on active duty in the U.S. Armed Forces
- You do not have children who receive more than half their support from you or other dependents who live with you and do not receive half their support from you.

If you are **Dependent** you will include the following:

- Yourself, even if you do not live with your parents
- Your parent(s) – including biological, adoptive, and/or step-parent if applicable, even if you don’t live with your parent(s)
- Your parent(s) other children if, your parent(s) will provide more than half of their support between July 1, 2018 and June 30, 2019 or the children would be required to provide parental information if they were completing a 2018-2019 FAFSA. Include children who meet either of these standards even if they do not live with your parent(s).
- 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, 2019

Full Name	Age	Relationship to Student	Name of College Attending August 2018-July 2019
		<b>SELF</b>	<b>CEI</b>

## Section 2 – Tax Forms and Income Information

All tax filers must submit a copy of a **2016 IRS Tax Return Transcript** obtained from the IRS, unless you have or will transfer your 2016 Federal Tax Return information into the **FAFSA** using the IRS Data Retrieval Tool (IRS DRT).

\*\*\*Please note that a Tax Return Transcript is **not** the same as the tax return documents you filed annually. You must receive this document from the IRS. Please **DO NOT** submit copies of your 2016 Federal or State Tax Return.

Student	Spouse (if applicable)	✓ <b>Mark the Box that best fits your situation.</b>	Parent(s) If dependent student
		<p><b>Yes</b>, I have filed a 2016 Tax Return and I have used the IRS DRT in the <i>FAFSA on the Web</i> to transfer 2016 IRS income tax return information into the <i>FAFSA</i>.</p>	
		<p>I have filed a 2016 Tax Return and I am <b>UNABLE OR CHOOSE NOT TO USE</b> the IRS DRT in the <i>FAFSA</i> and I will provide a <b><u>2016 IRS Tax Return Transcript(s)</u></b>.</p> <p>A <b>2016 IRS Tax Return Transcript</b> may be obtained through</p> <ul style="list-style-type: none"> <li>➤ "Internet at <a href="http://www.irs.gov/Individuals/Get-Transcript">http://www.irs.gov/Individuals/Get-Transcript</a> <ul style="list-style-type: none"> <li>• Select "<b>Get Transcript Online</b>" This link will allow you to print out your Tax Return Transcript</li> <li>• Select "<b>Get Transcript by Mail</b>" This will allow you to order a transcript by mail. Request a Tax Return Transcript.</li> </ul> </li> <li>➤ Phone by calling 1-800-908-9946</li> </ul>	
		<p><b>No</b>, I did not file a 2016 Federal Tax Return, but I earned taxable income for 2016.</p> <ul style="list-style-type: none"> <li>• Submit all 2016 W-2 form(s) and other earnings statement.</li> <li>• Fill out box below titled 'Income for Nontax Filers'.</li> <li>• Submit IRS Verification of Non-filing Letter discussed below.</li> </ul> <p>A <b>Verification of Non-filing Letter</b> may be obtained through</p> <ul style="list-style-type: none"> <li>➤ "Internet at <a href="http://www.irs.gov/Individuals/Get-Transcript">http://www.irs.gov/Individuals/Get-Transcript</a> <ul style="list-style-type: none"> <li>• Select "<b>Get Transcript Online</b>" This link will allow you to print out that the IRS has no record of taxes filed for the year requested. Or print <i>ISR Form 4506-T</i> and submit to IRS for a letter to be mailed to you.</li> </ul> </li> </ul> <p>*** <b>Dependent Students are not required to provide a Verification of Non-filing Letter</b></p>	
		<p><b>No</b>, I did not have any taxable income in 2016 and I will provide a <b>Verification of Non-filing Letter</b>. Directions to obtain this letter are discussed in the box above.</p> <p>*** <b>Dependent Students are not required to provide a Verification of Non-filing Letter</b></p>	

### Income for Nontax filers

Complete this section if the student/spouse or parent are not required to file a 2016 income tax return with the IRS.

Employee's Name	Employer's Name	2016 Income	2016 W-2 Attached	Indicate Student or Parent
		\$		
		\$		

### Certifications and Signatures

Each person signing this form certifies that all of the information reported is complete and correct. The student and one parent (if dependent student) whose information was reported on the FAFSA must sign and date.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicable-for dependent students only)