2019 - 2020 Verification Worksheet Version 5 - Independent

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. You must complete and sign this worksheet, attach any required documents, and submit the form along with any other additional information required by the Financial Aid & Scholarships Office. See: www.unlv.edu/finaid/verification for more information.

A. Student Information

Last Name: _______________________________ First Name: ____________________ MI: ___ NSHE ID: ___________________

B. Household Information

Student Information: On your 2019-2020 Free Application for Federal Aid (FAFSA), you have indicated one of the following.

- You were born before January 1, 1996
- You are serving on active duty in the U.S. Armed Forces
- Since you turned age 13, both of your parents were deceased
- You were a dependent or ward of the court since turning age 13
- You are married
- You are a veteran of the U.S. Armed Forces
- You were in foster care since turning age 13
- You are homeless or you are at risk of being homeless
- You will be working on a masters or doctorate program (e.g., MA, MBA, MD, JD, PhD, EdD, graduate certificate)
- You now have or will have children for whom you will provide more than half of their support between July 1, 2019 and June 30, 2020
- You have dependents (other than children/spouse) who live with you and you provide more than half of their support
- You are currently or you were an emancipated minor

If you have indicated none of these options on your 2019-2020 FAFSA, you are considered a Dependent student and must complete the 2019-2020 Verification Worksheet for Dependent students.

Spouse/Dependent Information: Read the following to determine what information you must provide in the boxes below.

If you are:

- Married, you must report information for your spouse and any dependents.
- Not married, you must report information for any dependents if you will provide more than half of their support between July 1, 2019 and June 30, 2020.
- Divorced/Separated/Widowed, you must report information for any dependents if you will provide more than half of their support between July 1, 2019 and June 30, 2020.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Full Name of College</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Self (student)</td>
<td>University of Nevada, Las Vegas</td>
</tr>
</tbody>
</table>

- If more space is needed, provide a separate page with the student’s name and NSHE ID number at the top.
- We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.
C. Income Information
Please only **CHECK ONE** option for reporting your 2017 tax information.

<table>
<thead>
<tr>
<th>Options</th>
<th>Student</th>
<th>Spouse (if married)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPTION 1</strong>: I/We have used the IRS Data Retrieval Tool at <a href="http://www.fafsa.gov">www.fafsa.gov</a> to transfer 2017 IRS income tax return information into the FAFSA. <strong>Skip to Section E.</strong></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>OPTION 2</strong>: I/We did not use the IRS Data Retrieval Tool. Attach a copy of the 2017 IRS Tax Return Transcript (<a href="http://www.irs.gov">www.irs.gov</a>). Pursuant to federal regulation, providing a copy of your tax return form(s) is not an option. <strong>Skip to Section E.</strong></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>OPTION 3</strong>: I/We certify that I/we were employed in 2017 AND were not required to file a 2017 U.S. Income Tax Return. <strong>Continue to Section D.</strong> <strong>You/your spouse (if applicable) must provide IRS confirmation of non-filing status dated on or after October 1, 2018.</strong></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td><strong>OPTION 4</strong>: I/We certify that I/we did not work AND were not required to file a 2017 U.S. Income Tax Return. <strong>Continue to Section D.</strong> <strong>You/your spouse (if applicable) must provide IRS confirmation of non-filing status dated on or after October 1, 2018.</strong></td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

D. Income Information for NON-FILERS ONLY
If you were employed in 2017 and not required to file a 2017 U.S. Income Tax Return, list your employer(s) and any income received in 2017 AND attach all W-2 Forms or other earning statements such as 1099-Miscellaneous. If NO ONE in the household (of those listed in Section B Family Information) earned income by working, complete and attach the 2019-2020 Income Clarification Worksheet.

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Student 2017 Amount</th>
<th>Spouse 2017 Amount (if married)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Note: In most cases, earning above $6,300 requires a Tax Return to be filed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Untaxed Income
If not applicable, mark “No”. If “Yes”, attach a 1099-R. **DO NOT** leave anything blank.

<table>
<thead>
<tr>
<th>Sources of Untaxed Income</th>
<th>Student 2017</th>
<th>Spouse (if married)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the IRA Distributions from your IRS form 1040 or 1040A a rollover amount?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Are the Pension Distributions from your IRS form 1040 or 1040A a rollover amount?</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>
F. High School Completion Status
Provide one of the following documents to indicate the student’s high school completion status when the student begins college in 2019–2020. Attach document and check appropriate box:

☐ A copy of the student’s high school diploma or official final high school transcript with graduation date.

☐ A state certificate or transcript received by a student after the student passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other state-authorized examination).

☐ An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

☐ For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.

☐ For a student who was homeschooled in a state where state law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.

☐ For a student who was homeschooled in a state where state law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student’s parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

**If you have submitted the documentation listed above to the Admissions Office, please check this box:** ☐

A student who is unable to obtain the documentation listed above must contact the Financial Aid & Scholarships Office.

G. Signature
By signing this worksheet, I certify that all information reported on this worksheet is complete and correct under penalty of perjury. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

___________________________________________    _______________________________________________
Student Signature                             Date

___________________________________________    _______________________________________________
Parent Signature (if dependent)                Date
Identity/Statement of Educational Purpose

This form will not be processed if any items are left blank or illegible, resulting in the delay of your financial aid disbursement. Use blue or black ink only. Please type or print clearly. You must provide a valid, unexpired government issued photo identification document (PHOTO ID). Section I: Statement of Educational Purposes must be completed. If left blank, this form will not be processed. This form must be notarized by a licensed notary public. Submit this form by mail or in person to the UNLV Financial Aid & Scholarships Office. To assist in making a more legible copy, we suggest you lighten the photocopy exposure setting and/or enlarge the image. **This form cannot be faxed.**

**H. Identity/Statement of Educational Purpose**

**Option A:** The student must appear in person at the UNLV Financial Aid & Scholarships office to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Option B:** If the student is unable to appear in person at the UNLV Financial Aid & Scholarships Office to verify his or her identity, the student must provide to the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver’s license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

**Statement of Educational Purpose**

I certify that I ________________ am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending UNLV for 2019–2020.

____________________________________________   _______________________________________
Student’s Signature                        Date

____________________________________________   _______________________________________
Option A-Received By (Official FAS Use Only)   Date                     Option B-Notary Stamp                        Date
Verification of Federal Income Tax Return

Option 1:
The IRS Data Retrieval Tool in the FAFSA on the Web can be used to transfer your tax return information directly on your FAFSA. You must resubmit the FAFSA after completing the IRS Data Retrieval Tool. Please allow 1 to 2 weeks for our office to receive the updated FAFSA.

Option 2:
A 2017 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click “Get Your Tax Record.” Click “Get Transcript Online.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

If the student and spouse filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

**How to Request IRS Verification of Nonfiling Letter**

**Online Request - Available at the IRS.gov**

- Select “Get a tax transcript”.
- Click **“Get Transcript ONLINE”** (If at any point, you cannot validate your identity you will need to use the Get Transcript by MAIL option, see below for instructions).
- Enter information requested. This information will be used to verify your identity with the IRS.
- Click “Continue”.
- Select **“Verification of Nonfiling Letter”** and in the tax year field select **“2017”**
- If successfully validated, you will be able to download your IRS Verification of Nonfiling letter.
- Submit a copy of the letter with your NSHE ID# on it to the Financial Aid & Scholarships office.

**Paper Request Form – IRS Form 4506-T (Request for Transcript of Tax Return)**

Available at the IRS.gov

Download Form 4506-T Request for Transcript of Tax Return

- Complete Lines 1 – 4, following the instructions on page 2 of the form.
- Line 7: Select the checkbox on the right hand side for Verification of Nonfiling.
- Line 9: In the year or period requested field, enter “12/31/2017”.
- Above the signature line: Make sure that you check the signatory authority box.
- The nonfiler must sign and date the form and enter their telephone number.
- Mail or Fax the Completed IRS Form 4506-T to the address or FAX number provided on page 2 of form 4506-T.
- If the 4506-T information is successfully validated, tax filers can expect to receive a paper IRS Verification of Nonfiling letter at the address provided on their request within 5 to 10 days.
- Write the NSHE ID# on the letter and submit a copy of the letter to the Financial Aid & Scholarships office.