

2017-18 DEPENDENT STUDENT VERIFICATION WORKSHEET

9201 University City Blvd.
Charlotte, NC 28223-0001
Phone 704-687-5504
Fax 704-687-1461
Fax: 704-687-1425
Federal School Code: 002975



VERIFICATION: A process mandated by the U.S. Department of Education requiring schools to verify self-reported data provided on the FAFSA to ensure its accuracy.

NOTE: Verification is intended to ensure that students receive the maximum aid for which they are eligible, NOT because fraud or misrepresentation is suspected.

COMMON DOCUMENTS INCLUDE

- Completion of the Verification Worksheet
- A signed 1040, 1040A or 1040EZ Federal Income Tax form.

How to Obtain a Tax RETURN Transcript from the IRS

You or your parent(s) can immediately access a Tax Return Transcript or a Wage and Income Transcript.

*These are free and here is the direct link: <http://www.irs.gov/Individuals/Get-Transcript#>

If you were not required to file a 2015 Federal Tax Return

* Indicate that you were not required to file a 2015 tax return on the worksheet below.

*List all sources of income on the verification worksheet

*Submit copies of your W-2

▪ What happens after I submit my information?

Once you begin submitting documentation the Financial Aid Office will:

1. Review the documents to be sure they are complete. This can take 2 to 3 weeks depending upon the volume of all student paperwork being submitted.
2. If the documents are incomplete (missing signatures, questions are left blank, etc.) we will request that the documents be resubmitted with the information necessary to make them complete. NOTE: Each time you have to resubmit information the process starts over. Because processing can take two to three weeks you need to be sure your documents are COMPLETE when you first submit them.
3. Once all documents are complete, the Financial Aid Office will review the information and compare it with the information reported on the FAFSA.
4. During the review, if the information submitted raises additional questions for which we need clarification, we may ask for more documentation. NOTE: If you have to submit additional information the process starts over so respond to these requests as quickly as possible.

▪ What happens if there are discrepancies in the application?

If discrepancies are found, the Financial Aid Office will make corrections to your FAFSA. If the corrections lead to a change in your eligibility, the Financial Aid Office will revise your award.

▪ How can verification affect my bill?

Financial Aid will only be awarded once the Verification process is complete. Without an award there will be no financial aid reflected on your billing statement to reduce the balance due, making you responsible for the entire balance owed for the semester.

▪ UNC CHARLOTTE E-mail Address

Your UNC CHARLOTTE email is the primary means by which the FAO will communicate requests for information. Be sure to check it often. Also be sure all mailing and other email addresses are current. NOTE: We only send requests for information to the student, NOT the parent.

▪ MyUNCC: UNC Charlotte's electronic network, accessed through our homepage at www.uncc.edu. You can check:

1. Financial aid award information
2. Outstanding financial aid requirements by going to the Eligibility link
3. Locked hours for Satisfactory Academic Progress and your current SAP standing
4. Student account information through the MyUNCC including financial aid that has paid to your account and/or your balance due

COMPLETE PAGE 2

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Student Name: _____ Student ID: _____
Last First Middle

Telephone: (_____) _____ E-mail: _____

Complete all sections. Do not leave blanks. * You will not receive financial aid until Verification is complete

SECTION A Household Information: List the members of your household. Attach a separate sheet if necessary.

DEPENDENT students include: Yourself, your parents/step-parent (if your parent is remarried you must include your step-parent), other children, siblings, individuals who live with and receive more than half of their support from your parents, now through June 30, 2018.

Name	Age	Relationship to Student	Attending college at least ½ time during 2017-18?	NAME of College and College Grade Level in 2017-2018: FR: Freshman, SO: Sophomore, JR: Junior, SR: Senior, GR: Grad student	
				Name of College	Grade Level
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		
			YES or NO		

* Dependent students cannot include parent(s) in the number in college on the FAFSA .

SECTION B: STUDENT Wages and Income Tax Information

Were you required to file taxes for 2015?	
<input type="checkbox"/> YES: I filed taxes for 2015.	<input type="checkbox"/> I will submit a 2015 tax return transcript or signed copy of the 2015 1040/1040A/1040EZ filed with the IRS
<input type="checkbox"/> NO: I did not file taxes for 2015.	<input type="checkbox"/> I earned income for 2015 Employer _____ earnings in 2015 _____ Employer _____ earnings in 2015 _____ <input type="checkbox"/> I did not earn income in 2015.

SECTION C: PARENT Wages and Income Tax Information

Were you required to file taxes for 2015?	
<input type="checkbox"/> YES: I filed taxes for 2015.	<input type="checkbox"/> I will submit a 2015 tax return transcript or signed copy of the 2015 1040/1040A/1040EX filed with the IRS
<input type="checkbox"/> NO: I did not file taxes for 2015.	<input type="checkbox"/> I earned income and will submit a Verification of Non-filing Letter from the IRS for 2015 Employer _____ earnings in 2015 _____ Employer _____ earnings in 2015 _____ <input type="checkbox"/> I did not earn income in 2015.

CERTIFICATION STATEMENT

⚠ Students who submit information after July 1st (for fall semester), November 15th (for spring semester), or April 5th (for summer) may not be awarded financial aid in time to assist with payment to the University and will have to pay their bill in full. Once financial aid is awarded and disbursed, you may receive a reimbursement.

⚠ By signing this form, I certify under penalty of perjury that the information I have reported to qualify for federal student aid is complete and accurate. I understand that purposely giving false or misleading information is a federal offense that can result in fines and/or incarceration.

I ALSO UNDERSTAND THAT:

1. Additional information may be required if this form is incomplete, if documentation is missing, unclear, or insufficient, or if additional questions arise based on the information provided.
2. It can take up to two weeks for information to be processed and for My UNCC to reflect changes in requirements status.

Student's Signature: _____ Date: _____
Parent Signature: _____ Date: _____
Parent Print Name: _____