

Your application was selected for review in a process called "Verification," which requires WNCC to compare information from your Free Application for Federal Student Aid (FAFSA) with documentation on this worksheet and any other required documents. The law says we have the right to ask you for this information **before** awarding Federal aid. If there are differences between your application information and your financial documents, we may need to make corrections to your application, which may result in changes to your eligibility.

You must complete and sign this verification form and submit it with any other required documents to the WNCC Financial Aid Office as soon as possible. Aid will not be awarded until this information is received and processed. ALL sections MUST be completed.

A. STUDENT INFORMATION

_____	_____	_____	_____
Last name	First name	M.I.	Last four digits of SSN or WNCC Student ID #
_____			_____
Mailing Address (include apt. no.)			Date of birth
_____	_____	_____	_____
City	State	ZIP code	Phone number (include area code)

To obtain the necessary tax information required for this verification worksheet:

- A. Use the IRS Data Retrieval Tool (DRT) available on the FAFSA to import your **2016** tax information directly into your FAFSA (after your tax return is filed). Access your FAFSA record at fafsa.gov, log in as a returning user, navigate to the Financial Information section of the form, and follow the instructions provided to use the IRS DRT.

OR

- B. Options for obtaining a **2016** IRS Tax Return Transcript from the IRS:
 - 1. **Online or Paper Request** - Go to IRS.gov, click "Get Your Tax Record." Follow instructions to either "Get Transcript ONLINE" or "Get Transcript by MAIL." Be sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." (Please allow 5 to 10 calendar days for delivery by mail.)
 - 2. **Telephone Request** – call 1-800-908-9946

The Tax Return Transcript must be **SIGNED** by one of the tax filers listed on the transcript.

Please note: The IRS Data Retrieval Tool and the IRS Tax Return Transcript will **not** be available from the IRS until 2-3 weeks after filing your tax return for electronic tax filers and after 6-8 weeks after filing for paper tax filers.

Nontax filers will be required to provide a **2016** Verification of Nonfiling letter from the IRS dated on or after October 1, 2017, which can be obtained using **IRS Form 4506-T** and checking box 7, or by using the **IRS Online Request** in B. 1. above.

B. STUDENT'S (and spouse's, if married) INCOME INFORMATION

Please read the following options carefully and check the appropriate box.

- I used the IRS Data Retrieval Tool to transfer my (and my spouse's, if married) **2016** tax return info to my FAFSA and I did not make any changes to that data.
- I will make a correction to my FAFSA to use the IRS Data Retrieval Tool to transfer my (and my spouse's, if married) **2016** tax return information to my application. (You are **STRONGLY** encouraged to use this option; it is quicker, easier and prevents delays in processing your federal financial aid. Contact the Financial Aid Office when you have completed this process). Complete the rest of this worksheet and submit it to the Financial Aid Office.
- I was unable or chose not to use the IRS Data Retrieval Tool to transfer my (and my spouse's, if married) **2016** tax return information to my FAFSA. I have attached my/our **SIGNED 2016** Tax Return Transcript(s).
- I (and my spouse, if married) was (were) not employed and had no income earned from work in **2016**. IRS Verification of Nonfiling letters dated on or after October 1, 2017, for both my spouse and I are attached. I have attached a signed statement explaining how my household was supported in **2016**.
- I (and my spouse, if married) worked in **2016** but was (were) not required to file a tax return. My/Our **2016** W-2s and IRS Verification of Nonfiling letters dated on or after October 1, 2017, for both my spouse and I are attached.

