

Your application was selected by the U.S. Dept. of Education for review in a process called "verification" (approximately 25% of all applications are selected). In this process, we are required by federal law (34 CFR, Part 668) to compare the information from your application with the information provided on this form and with your 2016 tax information (and your spouse's if you are married, or parents' if you are considered dependent for federal aid purposes). If there are differences between your application and the documents you've submitted, corrections may need to be made. **We cannot process your financial aid until verification has been completed, so please provide the required documents as soon as possible.**

**Within two weeks you should complete this process:**

1. Use IRS Data Retrieval on the FAFSA. If you are unable, we will need tax transcripts from the IRS. To request a tax return transcript or verification of non-filing, go to [www.irs.gov](http://www.irs.gov).
2. Complete the sections and obtain appropriate signatures.
3. Contact us if you have questions about this form.
4. Bring/fax/mail/e-mail the completed worksheet and tax transcripts (unless you used IRS Data Retrieval on the FAFSA) to the financial aid office.
5. We will compare the information on these documents and make corrections if necessary.

### STUDENT INFORMATION

Name \_\_\_\_\_ SSN \_\_\_\_\_  
(last) (first) (mi)

Address \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

### FAMILY INFORMATION

**Independent Students:** List the people in your household; include: (a) yourself and your spouse, (b) your children, if you will provide more than half of their support from July 1, 2018 through June 30, 2019; and any other people if they now live with you, and you provide more than half of their support and will continue to do so from July 1, 2018 through June 30, 2019.

**Dependent Students:** List the people in your parents' household, include: (a) yourself and your parent(s) (including stepparent) even if you don't live with your parents; (b) your parents' other children, even if they don't live with your parent(s), if (1) your parents provide more than half of their support from July 1, 2018 through June 30, 2019, or (2) they would have to provide parental information when applying for aid; and 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 do so from July 1, 2018 through June 30, 2019.

**Write the names of all household members; including yourself:** Write in the name of the college for any family member, other than your parent(s), who will be going to college at least half-time from July 1, 2018 through June 30, 2019 and will be enrolled in a degree, diploma or certificate program. Attach a separate page for additional names.

Full Name	Age	Relationship	College (attending July 1, 2018—June 30, 2019)
<i>Example: Martha Jones</i>	<i>22</i>	<i>Sister</i>	<i>Anywhere Tech</i>
		Self	KCAI

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If you are unable to submit the required documents within two weeks, please contact the financial aid office. Please do not make any corrections to your own application once you have submitted the verification documents.

**TAX FORMS AND INCOME INFORMATION**

Student

- I have submitted the 2018-19 FAFSA using the IRS Data Retrieval Option and did not change the tax information.  
OR
- I am attaching my 2016 tax return transcript. (To obtain a free copy, you can order a copy at [www.irs.gov](http://www.irs.gov), or call 1.800.908.9946.)  
OR
- I was not required to file taxes and am submitting my W-2s. **INDEPENDENT STUDENTS** must also submit a verification of non-filing letter from the IRS. (To obtain a free copy, order online at [www.irs.gov](http://www.irs.gov), or call 1.800.908.9946.)  
OR
- I did not work at all in 2016 and had no income. **INDEPENDENT STUDENTS** must also submit a verification of non-filing letter from the IRS. (To obtain a free copy, order online at [www.irs.gov](http://www.irs.gov), or call 1.800.908.9946.)

Parent(s)

- My parents submitted the 2018-19 FAFSA using the IRS Data Retrieval Option and did not change the tax information.  
OR
- I am attaching my parent(s) 2016 tax return transcript. (To obtain a free copy, order online at [www.irs.gov](http://www.irs.gov), or call 1.800.908.9946.)  
OR
- My parents were not required to file taxes and I am submitting their W-2s and verification of non-filing letter from the IRS. (To obtain a free copy, order online at [www.irs.gov](http://www.irs.gov), or call 1.800.908.9946)

Please note that the verification process will not be complete until all required tax transcripts are received or the FAFSA is (re)submitted using the data retrieval function on the FAFSA website. Do not submit state or local tax information.

**SIGN THIS WORKSHEET**

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (dependent only)

\_\_\_\_\_  
Date

If you are unable to submit the required documents within two weeks, please contact the financial aid office. Please do not make any corrections to your own application once you have submitted the verification documents.