

PLEASE RESPOND TO THIS REQUEST WITHIN 30 DAYS

2017-2018 DEPENDENT VERIFICATION INFORMATION

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was randomly selected for a review process called verification. Information from your FAFSA will be compared with 2015 IRS tax return transcript, and/or with other financial documents. Federal regulations state we have the right to ask you for this information before awarding federal, state, and institutional aid. If there are differences between your FAFSA information and your financial documents, our office will send corrections electronically.

CHECKLIST

STEP 1 Check off each item below that is being submitted:

If you or your parents filed taxes, please submit the following:

- 2017-2018 V1 and V5 Dependent Verification Worksheet**
- Student's successful use of IRS Data Retrieval Tool at www.FAFSA.gov OR student's 2015 IRS Tax Return Transcript**
- Parents' successful use of IRS Data Retrieval Tool at www.FAFSA.gov OR parents' 2015 IRS Tax Return Transcript**
 - **If the parent on your FAFSA has remarried, you must include your stepparent and their income information.**
 - **To obtain a 2015 IRS Tax Return Transcript**, go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2015 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2015 IRS income tax return). In most cases, for electronic filers, a **2015 IRS Tax Return Transcript** may be requested from the IRS within 2–3 weeks after the 2015 IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the **2015 IRS Tax Return Transcript** may be requested within 8–11 weeks after the 2015 paper IRS income tax return has been received by the IRS.

If you or your parents are not required to file taxes, please submit the following:

- 2017-2018 V1 and V5 Dependent Verification Worksheet**
- All Student's 2015 W-2s and 1099s**
- All Parents' 2015 W-2s and 1099s**
- Verification of Non-Filing letter from the IRS dated on or after October 1, 2016 that indicates taxes were not filed for 2015 (required for student and parents who did not file).**
 - To obtain a "Verification of Nonfiling Letter" from the IRS submit IRS Form 4506-T and check box 7. A separate form will be needed for student and parents who did not file.

After these documents are initially reviewed, further documentation may be required.

All verification documents must be submitted 14 days prior to the last official day of classes to receive payment for the semester.

STEP 2 Read all forms in their entirety and complete as directed. Please remember:

1. Include your UT ID on the worksheet as well as any subsequent documents you submit
2. All forms must have required signatures & be dated, and must be completed in **blue or black ink only**
3. Students will be required to resubmit any incomplete forms/documents
4. No forms or documents will be returned to the student, so be sure to retain a copy of all documents submitted for your records

STEP 3 Submit ALL required documents to One Stop via mail or in person. Please make copies for your records before submitting to One Stop.

The University of Tennessee
Office of Financial Aid and Scholarships
Mail Stop 0230
Knoxville, TN 37996-0230
Phone: 865-974-1111
OneStop@utk.edu
<http://onestop.utk.edu/>

Hours: Monday – Friday from 8:00 am to 5:00 pm

All verification documents must be submitted 14 days prior to the last official day of classes to receive payment for the semester.

2017-2018 DEPENDENT VERIFICATION WORKSHEET

PLEASE RESPOND TO THIS REQUEST WITHIN 30 DAYS OF POSTMARK

Student Last Name	First name	MI	UT ID Number														
			0	0	0	-											
UT Email Address												Cell Phone Number					

List all the people in your parents' household. **Include:**

- Yourself
- Your parents (including a stepparent) even if you do not currently live with your parents
- Your parents' other children if your parents will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with your parents
- Other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2018

Include the name of the college for any household member (except parents) who is or will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018

*If more space is needed, provide a separate page with the student's name and UT ID number at the top

Full Name	Age	Relationship to Student	College Attending (if applicable)	Will be enrolled at least half time
		Self	The University of Tennessee	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members is inaccurate.

UT ID Number									
0	0	0	-			-			



Student Income Information

Instructions: Check the appropriate box for the student. *For tax filers, the best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.*

Check the box that applies to the student:

- The student filed a 2015 tax return and has successfully used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student filed a 2015 tax return and has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA.
- The student filed a 2015 tax return but is unable or chose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript**.
- The student did not and was not required to file a 2015 tax return, was not employed and had no income earned from work in 2015.
 - o The student must also provide a Verification of Non-Filing Letter from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS.
- The student did not and was not required to file a 2015 tax return but was employed in 2015 and has listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. List every employer and provide W-2s for each.
 - o The student must also provide a Verification of Non-Filing Letter from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS.
 - o If no W-2 is available, the student must provide a 2015 IRS Wage & Income Transcript. To obtain a **2015 Wage and Income Statement**, go to www.irs.gov and click on the "Get a Tax Transcript" link, or call 1-800-908-9946. Make sure to request the "Wage and Income Statement."

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

If more space is needed, provide a separate page with the student's name and ID number at the top

UT ID Number									
0	0	0	-			-			



Parent Income Information

Instructions: Check the appropriate box for the parents. *For tax filers, the best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.*

Check the box that applies to the parents:

- The parents filed a 2015 tax return and have successfully used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents filed a 2015 tax return and have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2015 IRS income tax return information into the student's FAFSA.
- The parents filed a 2015 tax return but are unable or chose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2015 IRS Tax Return Transcript(s)**.
- The parents did not and were not required to file a 2015 tax return, were not employed and had no income earned from work in 2015.
 - o The parent must also provide a Verification of Non-Filing Letter from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS.
- The parents did not and were not required to file a 2015 tax return but were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. List every employer and provide W-2s for each.
 - o The parent must also provide a Verification of Non-Filing Letter from the IRS dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS.

If no W-2 is available, the parents must provide a 2015 IRS Wage & Income Transcript To obtain a **2015 Wage and Income Statement**, go to www.irs.gov and click on the "Get a Tax Transcript" link, or call 1-800-908-9946. Make sure to request the "Wage and Income Statement."

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2015
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

If more space is needed, provide a separate page with the student's name and ID number at the top

SIGN THIS WORKSHEET

I certify that all the information provided on this form is complete and correct. By signing this form, permission is given to the Office of Financial Aid and Scholarships to make corrections electronically to your application if there are differences between your application and your submitted documentation.

Student signature

Date

Parent signature

Date

WARNING
 Purposely giving false or misleading information may result in a fine, jail sentence or both.