

**PLEASE RESPOND TO THIS REQUEST WITHIN 30 DAYS**

## 2017-2018 INDEPENDENT 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 filed taxes, please submit the following:

- 2017-2018 V1 and V5 Independent Verification Worksheet
- Student's **successful** use of IRS Data Retrieval Tool at [www.FAFSA.gov](http://www.FAFSA.gov) **OR** student's 2015 IRS Tax Return Transcript
  - To obtain a **2015 IRS Tax Return Transcript**, go to [www.IRS.gov](http://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 are not required to file taxes, please submit the following:

- 2017-2018 V1 and V5 Independent Verification Worksheet
- All Student's 2015 W-2s and 1099s
- All Spouse's 2015 W-2s and 1099s (if married)
- Verification of Non-Filing letter from the IRS dated on or after October 1, 2016 that indicates taxes were not filed for 2015. If student is married **and** neither student nor spouse filed taxes, a letter will be needed for both student and spouse.
  - 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 spouse 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.**

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**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

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**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 INDEPENDENT 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 household. **Include:**

- Yourself
- Your spouse (if you are married)
- Your (or your spouse's) children if you (or your spouse) will provide more than half of their support from July 1, 2017 through June 30, 2018. Include children who meet this standard even if they do not live with you
- Other people if they now live with you and you (or your spouse) 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 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 |
|-----------|-----|-------------------------|------------------------------------|-------------------------------------|
|           |     | <b>Self</b>             | <b>The University of Tennessee</b> |                                     |
|           |     |                         |                                    |                                     |
|           |     |                         |                                    |                                     |
|           |     |                         |                                    |                                     |
|           |     |                         |                                    |                                     |
|           |     |                         |                                    |                                     |
|           |     |                         |                                    |                                     |
|           |     |                         |                                    |                                     |

**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](http://FAFSA.gov).*

**Check the box that applies to the student (and spouse, if married):**

- 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**.
  - If married but filing separately, student must also provide a 2015 IRS Tax Return Transcript for the spouse.
- The student and spouse did not and were not required to file a 2015 tax return, were not employed and had no income earned from work in 2015.
  - The student and spouse must also each 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 and spouse 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.
  - The student and spouse must also each 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 student must provide a 2015 IRS Wage & Income Transcript. To obtain a **2015 Wage and Income Statement**, go to [www.IRS.gov](http://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

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