



2018-2019 VERIFICATION WORKSHEET

STEP 1 – STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Social Security Number</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street & Number</i>	<i>City/State/Zip</i>	<i>Date of Birth</i>
<i>Local Phone Number (Include Area Code)</i>	<i>Permanent Phone Number (Include Area Code)</i>	<i>Email Address</i>	

STEP 2 – FAMILY INFORMATION

If you are a **dependent student**, include:

- Yourself
- Your parent(s) (including step-parents)
- Your parent(s) other dependent children if a) your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019, or b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people only if they now live in your parent household and your parents will provide more than half of their support from July 1, 2018 through June 30, 2019

If you are an **independent student**, include:

- Yourself
- Your spouse (if you are married)
- Your children if you will provide more than half of their support from July 1, 2018 through June 30, 2019
- Other people only if they live in your household and you 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** in the space(s) below. Also, write in the name of the college for any household member who will be attending at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program at a post-secondary educational institution. If you need more space, attach a separate page.

Full Name	Age	Relationship	Name of College/Degree Program (If at least half-time 2018-2019)
		<i>Self</i>	<i>Franklin College/_____</i>

STEP 3 – STUDENT TAX TRANSCRIPT & INCOME INFORMATION – CALENDAR YEAR 2016

Were you required to file a 2016 Federal Income Tax Return?

YES...Please review missing documents via the Franklin College Online Financial Aid System to see if you are required to attach a copy of a Federal Tax Return Transcript from the IRS (not a copy of Federal Tax Return filed). Tax Return Transcripts can be requested via www.irs.gov. Once received, your Tax Return Transcript must be submitted to our office along with this Verification Worksheet. Continue to Step 4.

NO...Complete the table below and attach copies of ALL 2016 W-2 forms and IRS Letter of non-filing (see the Guide to Verification for more information). Continue to Step 4.

Source of Income, including untaxed items such as disability, child support, etc. (Fill out only if you did NOT file taxes)	Amount Earned/Received in 2016
TOTAL	

NOTE: We cannot accept a signed copy of the tax return. To request a Tax Return Transcript or a "W-2 Wage Summary" (if you did not keep a copy of your W-2 form) call the IRS at 800.829.1040. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.

STEP 4 – SPOUSE OR PARENT TAX TRANSCRIPTS & INCOME INFORMATION – CALENDAR YEAR 2016

Were you required to file a 2016 Federal Income Tax Return?

YES...Please review missing documents via the Franklin College Online Financial Aid System to see if you are required to attach a copy of a Federal Tax Return Transcript from the IRS (not a copy of Federal Tax Return filed). Tax Return Transcripts can be requested via www.irs.gov. Once received, your Tax Return Transcript must be submitted to our office along with this Verification Worksheet. Continue to Step 5.

NO...Complete the table below and attach copies of ALL 2016 W-2 forms and IRS Letter of non-filing (see the Guide to Verification for more information). Continue to Step 5.

Source of Income, including untaxed items such as disability, child support, etc. (Fill out only if you did NOT file taxes)	Amount Earned/Received in 2016
TOTAL	

NOTE: We cannot accept a signed copy of the tax return. To request a Tax Return Transcript or a "W-2 Wage Summary" (if you did not keep a copy of your W-2 form) call the IRS at 800.829.1040. Please be advised that it may take a minimum of three weeks for the IRS to mail these documents to you.

STEP 5 – CERTIFICATION: By signing this worksheet, I certify all the information reported is complete and correct:

Student Signature	Date	Student Name (Please Print)	Student ID Number
Parent Signature (IF student is dependent) / Spouse Signature (IF Student is married)	Date	Parent/Spouse Name (Please Print)	