

2019-2020 Verification Worksheet

Independent Student

Your 2019-2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called **verification**. The instructions below apply to the student and spouse, if the student is married. To verify that you provided correct information, the AU Financial Aid Office will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the AU Financial Aid Office. A counselor will contact you if any additional information is needed. Verification cannot be completed until all required documentation has been submitted to the AU Financial Aid Office.

A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's AU ID#
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	Student's Email Address

B. Independent Student's Family Information

List below the people in your household. Include:

- Yourself.
- Your spouse, if you are married.
- Your children, if any, if you or your spouse will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the child would be required to provide your information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now **live with you** and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

Include the name of the college for any household member who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019, and June 30, 2020. *If you need more space, attach a separate page that includes the student's name and ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary education institutions is inaccurate.



AU ID#: _____

C. Independent Student's Income Information to Be Verified (Check only one box below)

Note: An IRS Confirmation of Nonfiling letter must be provided if you (or your spouse) did not file taxes in 2017.

- I, the student, have used or will use the IRS Data Retrieval Tool in FAFSA on the Web to transfer my (and my spouse's, if married) 2017 IRS income information into my FAFSA.
- I, the student, am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and my (and my spouse's, if married) **IRS tax return transcript** will be submitted to the AU Financial Aid Office. If married and filing taxes separately, BOTH IRS tax return transcripts must be submitted. Verification cannot be completed until the IRS tax return transcripts have been submitted to the AU Financial Aid Office.
- I (and my spouse, if married) was not employed and had no income earned from work in 2017.
- I (and my spouse, if married) was employed in 2017 but **was not required to file taxes**. I have listed below the names of all of my (and my spouse's, if married) employers, and the amount earned from each employer in 2017. **Copies of all 2017 IRS W-2 forms issued to the student or spouse by employers must be attached.** List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and ID number at the top.

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Note: Our office may require you to provide documentation from the IRS that indicates a 2017 IRS income tax return was not filed with the IRS.

D. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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 (Required)

Date

Spouse's Signature (Optional)

Date

Questions?

Please contact our office at 202-885-6500 or via email at facounselor@american.edu

**Do not mail this worksheet to the U.S. Department of Education.
You should make a copy of this worksheet for your records.**

How to Securely Submit Verification Documents to the Financial Aid Office

Option 1 (Preferred)

Current students can submit documents electronically by following these steps:

1. Open a browser to the webpage go.american.edu/verification
2. Enter your (student's) full AU email address* Ex: student@american.edu
3. Enter your (student's) AU portal password.
4. Complete the form
 - a. Select the specific documents you are submitting
 - b. To attach the form, click on the attachment icon in the lower right of the form
 - c. Select the documents from your computer/device. They should then appear at the bottom of the form.
5. Hit submit

Prospective students applying for admission can submit documents using Option #2 or Option #3 below.

Option #2

The student or parent(s) can submit documents via secure fax to 202-885-1025. Be sure to include the students name and AU ID# on all documents.

Option 3

The student or parent(s) can submit documents via the post office to AU Financial Aid Office, 4400 Massachusetts Ave, NW, Washington DC 20016-8001. Be sure to include the students name and AU ID# on all documents.

To protect your information, NEVER submit documents via email.

Questions?

To speak with a financial aid counselor, call our office at 202-885-6500 or email facounselor@american.edu.