

Your 2018–19 Free Application for Federal Student Aid (FAFSA) was selected by the federal processor for review in a process called verification. The law says that before awarding federal student aid, we must ask you to confirm some of the information you reported on your FAFSA. To verify the information you provided, please complete the questions below, include signatures, and mail, bring, or fax the form to the Financial Assistance Office within 2 weeks of your receipt of this letter. Failure to respond will result in our inability to disburse Federal Aid. If corrections need to be made to your FAFSA, the Financial Assistance Office will submit the changes on your behalf and will notify you of any changes by mail or email.

**A. Student Information**

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip Code	( ) Student's Phone Number

**B. Family Information**

List the people in the grid below that you (and your spouse) will support between July 1, 2018 and June 30, 2019. Include:

- Yourself
- Your spouse
- Your dependent children (IF you will provide more than half their support from July 1, 2018 through June 30, 2019, or the children would be required to provide parental information when applying for Federal Student Aid).

Include other people as part of your family only if:

- They lived with you and received more than half their support from you at the time you completed your FAFSA

**AND**

- They will continue to receive more than half their support from you from July 1, 2018 through June 30, 2019.

Full Name	Age	Relationship	Name of college	Enrolled at least half time, yes or no
		<i>Self</i>	<i>Meredith College</i>	

Of those listed above, write in the name of the college for any family member who will be enrolled at least half-time in a degree or certificate program between July 1, 2018 and June 30, 2019. Note: If you need more space, attach a separate page.

**C. Verifying Taxable Income**

You can use **EITHER** the IRS Data Retrieval Tool through your FAFSA, **or** you can submit a **SIGNED** copy of your complete **2016** federal tax return. Since the information we are requesting is from **2016**, your tax information should be readily available. (If you have not yet filed your **2016** federal tax return, please contact the Office of Financial Assistance). We have provided some helpful information below about using the IRS Data Retrieval Tool. It is easy and straightforward to use, but if you are not successful with it, please submit a **SIGNED** copy of the complete **2016** federal tax return. (It is also acceptable to submit a 2016 tax return transcript if you have already requested one from the IRS).

**IRS Data Retrieval Tool:**

Go to [fafsa.ed.gov](http://fafsa.ed.gov) and indicate that you want to make a correction to your FAFSA. Navigate to the "Income" section. If you check that the tax return is already completed, the FAFSA will prompt you about using the IRS Data Retrieval Tool. You will not be able to use the Tool if:

- You filed Married Filing Separately
- You filed a non-U.S. tax return

FAFSA will link you to the IRS web site. You will need the Social Security number of the **FIRST** person listed on the tax return. Follow the directions. After the tax information is transferred back to your FAFSA, **remember to hit save and submit so we will receive your new FAFSA.**

(Continued on reverse side)

**Student/Spouse Tax/Income Information:**

- I/we did not file and were not required to file a **2016** federal tax return. You will need to request a 'Verification of Non-filing' from the IRS. Please download and complete IRS form **4506T** from our website [www.meredith.edu/financial-assistance/forms/](http://www.meredith.edu/financial-assistance/forms/), check #7, use the year 12/31/2016 in #9, sign and mail it to the address indicated on the form.

PLEASE ALSO COMPLETE:

- I/we were not employed and had no income earned from work in **2016**.
- I/we were employed in **2016** and have listed below the names of all employers, the amount earned from each employer in **2016** and whether an IRS W-2 form is provided. Total earned from work \$\_\_\_\_\_

Employer's Name	W-2 Attached? If not available, please explain why and provide alternate documentation.	Amount Earned in <b>2016</b>

- I/we did file a **2016** federal tax return and have used the **IRS Data Retrieval Tool** to retrieve and transfer **2016** IRS income information into the 2018-19 FAFSA. (Directions for using the IRS Data Retrieval Tool are above).
- I/we did file a **2016** federal tax return and will submit a **SIGNED** copy of the complete **2016** federal tax return to the Office of Financial Assistance at Meredith College.

**D. Certification and Signatures**

By signing below, I/we certify that all of the information reported on this verification worksheet is complete and correct.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined and/or sentenced to jail.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

Mail, fax, or bring this form and accompanying documentation to:  
Meredith College, Attn: Office of Financial Assistance  
3800 Hillsborough St. Raleigh, NC 27607  
Fax: (919) 760-2373 Office: (919) 760-8565