

Your 2019-20 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 the information you and your parents reported on your FAFSA. To verify the information you provided, please complete the questions below, include parent(s) and student 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

_____	_____	_____	XXX-XX- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Student's Last Name	Student's First Name	Student's M.I.	Last 4 digits student's SSN
_____			_____
Student's Street Address (include apt. no.)			Student's Email Address
_____	_____	_____	() _____
City	State	Zip Code	Student's phone number

B. Family Information

Include:

- Yourself
- Your parent/stepparent
- Your brothers and sisters.

Include other people as part of your family only if:

- They lived with your parent/stepparent and received more than half their support from your parent/stepparent at the time you completed your FAFSA, **AND**
- They will continue to receive more than half their support from your parent/stepparent from July 1, 2019 through June 30, 2020.

NOTE: The number of household members must include both of a dependent student's legal (biological or adoptive) parents if the parents live together, regardless of the marital status or gender of the parents.

List people that your parent/stepparent will support between July 1, 2019 and June 30, 2020.

Full Name (Include parent(s) also)	Age	Relationship	Name of college	Enrolled at least half time, yes or no
		<i>Self</i>	<i>Meredith College</i>	<i>yes</i>

Of those listed above, write in the name of the college for any family member (**excluding parent/stepparent**) who will be enrolled at least half-time in a degree or certificate program between July 1, 2019 and June 30, 2020. 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 **2017** federal tax return. Since the information we are requesting is from **2017**, your tax information should be readily available. (If you have not yet filed your **2017** 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 **2017** federal tax return. (It is also acceptable to submit a 2017 tax return transcript if you have already requested one from the IRS).

IRS Data Retrieval Tool:

Go to 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:

- Your tax filing status is 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**. (If you, the student, filed taxes, you can use the same process to verify **your** taxable income).

Student Tax/Income Information: PLEASE PUT THE STUDENT'S NAME ON ALL TAX DOCUMENTS SUBMITTED TO OUR OFFICE.

Please check the box that applies:

- I did file a **2017** federal tax return and I have used the **IRS Data Retrieval Tool** to retrieve and transfer my **2017** IRS income information into my 2019-20 FAFSA. (Directions for using the IRS Data Retrieval Tool are above).
- I did file a **2017** federal tax return and will submit a **SIGNED** copy of the complete **2017** federal tax return to the Office of Financial Assistance at Meredith College.
- I did not file and was not required to file a **2017** federal tax return.
IF YOU DID NOT FILE A TAX RETURN, PLEASE ALSO COMPLETE:
 - I was not employed and had no income earned from work in **2017**.
 - I was employed in **2017** and earned a total from work of \$_____. Complete the chart below listing all employers, the amount earned from each employer in **2017**, and attach all W-2(s).

Employer's Name	W-2 Attached? If not available, please explain why and provide alternate documentation.	Amount Earned in 2017

Parent(s)/Stepparent Tax/Income Information: PLEASE PUT THE STUDENT'S NAME ON ALL TAX DOCUMENTS SUBMITTED TO OUR OFFICE.

Please check the box that applies:

- I/we did file a **2017** federal tax return and used the **IRS Data Retrieval Tool** to retrieve and transfer **2017** IRS income information into the 2019-20 FAFSA. (Directions for using the IRS Data Retrieval Tool are above).
- I/we did file a **2017** federal tax return and will submit a **SIGNED** copy of the complete **2017** federal tax return to the Office of Financial Assistance at Meredith College.
- I/we did not file and were not required to file a **2017** 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. Check #7, use the year 12/31/2017 in #9, sign and mail it to the address indicated on the form.
IF YOU DID NOT FILE A TAX RETURN, PLEASE ALSO COMPLETE:
 - I/we were not employed and did not have income earned from work in **2017**.
 - I/we were employed in **2017** and earned a total from work of \$_____. Complete the chart below listing all employers, the amount earned from each employer in **2017**, and attach all W-2(s). If you are self-employed, please write 'self employed' in the W-2 column.

Employer's Name	W-2 Attached? If not available, please explain why and provide alternate documentation.	Amount Earned in 2017

D. Certification and Signatures

By signing below, we certify that all of the information reported on this verification worksheet is complete and correct. At least one parent must sign. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined and/or sentenced to jail.**

Student Signature	Date	Parent/Stepparent Signature	Date
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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

PLEASE PUT THE STUDENT'S NAME ON ALL TAX DOCUMENTS SUBMITTED TO OUR OFFICE.