



## 2017-2018 Verification Worksheet for Independent Students

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says we have the right to ask you for this information before awarding Federal aid. In this process, RMC will be comparing your FAFSA information with the information on this worksheet and any other required documents. If there are differences between your FAFSA information and your financial documents, RMC will make the corrections and notify you in writing. You must complete and sign this worksheet, attach any required documents, and submit this form to the RMC Financial Aid office **as soon as possible** so your financial aid won't be delayed. If you have questions about verification, please contact us. Verification must be completed no later than 14 days prior to the end of the first semester of enrollment. **Failure to complete verification will result in the cancellation of all federal and institutional need-based aid. No federal loans or grants will be disbursed until verification is complete.**

### A. Independent Student's Information

Student's Last Name	First Name	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 Email Address
Student's Home Phone Number (include area code)			Student's Alternate or Cell Phone Number

### B. Number of Household Members and Number in College

List below 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 the children's support from July 1, 2017, through June 30, 2018, even if a child does not live with you.
- Other people if they now live with you, and you or your spouse provide more than half of the other person's support and will continue to provide more than half of their support through June 30, 2018.
- If any of the people in your household 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, 2017, and June 30, 2018, please list the name of the college.

If more space is needed, provide a separate page with the student's name at the top.

Full Name	Age as of 1/1/17	Relationship	If attending college list the name of the college here	Will be Enrolled at Least Half Time (Yes/No)
		<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 educational institutions is inaccurate.

### C. Student Verification of Income Information

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). In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. If you have not already used the IRS DRT, go to [FAFSA.gov](http://FAFSA.gov), log into your FAFSA record, select Make FAFSA Corrections, and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA.

If the IRS Data Retrieval Tool cannot or will not be used, an IRS Tax Return Transcript (not a photocopy of the tax return) must be submitted to Rocky Mountain College. A 2015 IRS Tax Return Transcript may be obtained through:

- Get Transcript by MAIL - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a Tax Transcript." Then click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE - Go to [www.irs.gov](http://www.irs.gov), under Tools heading, click "Get a Tax Transcript". Click "Get Transcript ONLINE. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

Generally, for electronic IRS tax return filers, 2015 IRS income tax information is available for the IRS DRT or the IRS Tax Return Transcript within 2 - 3 weeks after the IRS income tax return has been accepted by the IRS. For 2015 paper IRS income tax returns, allow 6-8 weeks after the 2015 paper IRS income tax return has been received by the IRS.

**STUDENT** - Check the box that applies:

- I, the student, have used the IRS DRT in *FAFSA on the Web* to transfer 2015 IRS income tax return information into my FAFSA either on the initial FAFSA or when making a correction to the FAF.
- I, the student, have 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 my FAFSA once my 2015 IRS income tax return has been filed.
- I, the student, am unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2015 IRS Tax Return Transcript(s)**.
  - \_\_\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** is provided.
  - \_\_\_\_\_ Check here if a **2015 IRS Tax Return Transcript(s)** will be provided later.
- I, the student, am not required to file a 2015 IRS tax return and I have completed and attached the RMC Non-Tax Filer Certification Form (enclosed).

### D. Certifications and Signatures

Each person signing below certifies that all of the information reported and any documents attached to this form are complete and correct.

\_\_\_\_\_  
Student's Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.