



## 2018-2019 Verification Worksheet for Dependent Students

Your 2018–2019 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 and at least one parent 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. Dependent 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 parents' household. Include:

- Yourself and your parents (including a stepparent) even if you don't live with your parents.
- Your parents' other children if your parents will provide more than half of the children's support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards even if the children do not live with your parent(s).
- Other people if they now live with your parents and your parents provide more than half of the other person's support and will continue to provide more than half of their support through June 30, 2019.
- If any of the people in your parents household, excluding your parents, 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, 2018, and June 30, 2019, 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 1/1/18	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 and Parents 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 2016 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 and your parents are eligible to use the IRS Data Retrieval Tool to transfer 2016 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 2016 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** - Go to [www.irs.gov](http://www.irs.gov), click "Get My Tax Record." 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), click "Get a My Tax Record". Click "Get Transcript ONLINE. Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript". To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** - 1-800-908-9946
- **Paper Request Form** - IRS Form 4506T-EZ or IRS Form 4506-T

The transcript is generally received within 10 business days from the IRS's receipt of the request.

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

- I, the student, have used the IRS DRT in *FAFSA on the Web* to transfer 2016 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 2016 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 **2016 IRS Tax Return Transcript(s)**.
  - \_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
  - \_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

If you are not required to file a 2016 IRS Tax Return, please complete the Verification of 2016 Income Information for Student (and Spouse) Nontax Filers.

**PARENT** - Notify the financial aid office if your parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016. Check the box that applies:

- Your parent has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into your FAFSA either on the initial FAFSA or when making a correction to the FAF.
- Your parent has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into your FAFSA once their 2016 IRS income tax return has been filed.
- Your parent is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.
  - \_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
  - \_\_\_\_\_ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

If your parent is not required to file a 2016 IRS tax return, please complete the Verification of 2016 Income Information for Parent Nontax Filers and attach documentation from the IRS dated on or after October 1, 2017 to that form.

### 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. The student and one parent whose information was reported on the FAFSA must sign and date.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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

Submit this worksheet to the Rocky Mountain College Financial Aid Office, 1511 Poly Drive, Billings, MT 59102 Fax: 406.657.1189