



Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review by the Department of Education in a process called Verification. Please review the following instructions carefully. Provide all required documentation and complete this Verification worksheet accurately. Attach all requested documents and respond to each item. If any of the information provided below differs from information reported on your 2018-2019 FAFSA, we will make the necessary corrections. The results of the Verification process will be reported on your financial aid award.

We will not be able to award you federal, state, or need-based institutional financial aid until verification is completed.

Step 1: Student Information

_____ *Student Full Name (PLEASE PRINT)*

_____ *Student ID*

_____ *Student Cell Phone #*

Step 2: Household Information

Full Name of Family Member	Relationship to student	Age	Name of College Attending in 2018-2019
	Self		Presbyterian College

In the chart above include the following:

- Yourself;
- Your parent(s)/stepparent(s) (do **NOT** include non-custodial parent);
- Your siblings if
 - (a) the parents/stepparents will provide more than half of their support from July 1, 2018-June 30, 2019, or
 - (b) the children would be required to provide parental information when applying for student aid
- Other people if they now live with your parents/stepparents, and your parents/stepparents provide more than half of their support and will continue to provide more than half of their support from July 1, 2018-June 30, 2019
- Write in the name of the college for any household member (except parents/stepparents) who will be attending at least half time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program

Step 3: Student and/or Parent(s) Tax Filers

Complete this section if you and/or your parent(s) HAVE FILED a 2016 federal Tax Return

Student: Check the circle that applies:

- I have filed a **2016** Federal Tax Return
- I have filed an extension for **2016** beyond the automatic six-month extension
- I have amended my **2016** Federal Tax Return using a 1040X

Parent: Check the circle that applies:

- One or both parents listed on page 1 have filed a **2016** Federal Tax Return
- One or both parents have filed an extension for **2016** beyond the automatic six-month extension
- One or both parents have amended their **2016** Federal Tax Return using a 1040X

Provide the following items for student and/or parent(s) who **Filed 2016 Federal Tax Return**:

1. Tax data

- Use of the **IRS Data Retrieval Tool (DRT)** on the FAFSA (instructions on page 3)
- OR**
- **2016 Federal Tax Return Transcript** ordered from the IRS (instructions on page 3)

Step 4: Student and/or Parents(s) Non-Tax Filers

Complete this section if you and/or your parent(s) DID NOT FILE a 2016 Federal Tax Return

Student: Check the circle that applies:

- I earned no income and did not and will not file a **2016** Federal Tax Return
- I earned income in **2016**, but did not and will not file a **2016** Federal Tax Return

Parent: Check the circle that applies:

- One or both parents did not earn income in **2016** and did not and will not file a **2016** Federal Tax Return
- One or both parents earned income in **2016**, but did not and will not file a **2016** Federal Tax Return

Name of Student/Parent	Employer's Name	2016 IRS W-2 Received?	2016 Amount Earned

Step 5: Certification

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

By signing this worksheet, we certify that all of the information reported above is true, complete and correct.
Electronic signatures are not acceptable.

Student's Signature

Date

Signature of one parent listed on page 1 of this form

Date



How to Request a Copy of Your IRS 2016 Tax Return Transcript

1) Request Them by Mail:

1. Go to www.irs.gov
2. Click on "Get My Tax Record"
3. On the next page, click the box that says "Get Transcript by MAIL"
4. Fill out the requested information on the next page. Use the primary taxpayer information. If you filed jointly, both spouses are listed on the tax return. The primary taxpayer is the one whose name and social security number are listed first on the tax return. Then click "Continue"
5. On the next page, select a **RETURN TRANSCRIPT** for the Type of Transcript and select **2016** for the Tax Year. Click "Continue". Once finished, the transcript will be sent to the address you have on file

2) Telephone Request

1. Call 1.800.908.9946
2. Enter the tax filer's pertinent data (SSN, DOB, address, etc.)
3. Select Option 2 to request an "IRS Tax Return Transcript"
4. Enter 2016
5. If successfully validated, the IRS will mail you the **2016 Tax Return Transcript** within 5-10 business days

3) Request and Print them yourself:

1. Go to www.irs.gov
2. Click on "Get My Tax Record"
3. On the next page, click the box that says "Get Transcript Online"
4. You will need to create an account with the IRS system. Follow all prompts to do so and then you will proceed with the information needed to request your 2016 transcript. Make sure to change the transcript year to the 2016 tax return year before submitting
5. Then you may download and print the transcript once it becomes available

4) Print the form and send it to them:

1. Go to www.irs.gov
2. Click on tab that says "forms and instructions"
3. Click on "Form 4506-T"
4. Under "Current Products" click on "Form 4506-T" again
5. Print the form, and email it to the IRS address for your state on the bottom of the form

AFTER YOU RECIEVE THE 2016 TAX RETURN TRANSCRIPT, YOU MUST EITHER MAIL OR FAX IT TO PRESBYTERIAN COLLEGE ASAP!

Mailing address: Presbyterian College
Attn: Financial Aid Office
503 S. Broad St
Clinton, SC 29325

FAX: 864.833.8749