GREAT PLAINS
Technology Center

Financial Aid
2018-2019
Institutional Verification Form
Dependent Student TAX Filers

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. We are required to check the accuracy of the information you provided on the 18/19 FAFSA. Financial aid award letters will not be issued until we receive this information. If a correction to the FAFSA is required, it will be done electronically by the Financial Aid Coordinator.

DO NOT LEAVE ANY QUESTIONS BLANK. If you have any questions, please contact our office.

Complete this form and return to: Great Plains Technology Center
Financial Aid Office
4500 SW Lee Blvd. Bldg. 100 Room 107

A. Dependent Student Information

First Name Last Name M.I. Social Security Number

B. Dependent Family Information

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the 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 a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2019.

Number in College: Include in the space below information about any household member who is, or 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, and include the name of the college.

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

Full Name	Age	Relationship	College	Will be Enrolled at Lease Half Time?
		SELF/ STUDENT		

C. 2016 Income Information – Student and Parent(s)

1. **TAX RETURN FILERS – Important Note:** If you or your parent(s) filed, or will file, an **amended** 2016 IRS tax return, you must contact the Financial Aid Office before completing this section.

   Instructions: Complete this section if the student and/or parents filed or will file a 2016 IRS income tax return(s). *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.* 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 and / or your parent(s) did not file, and are not required to file, a 2015 tax return – complete NON Filer Form**

   STUDENT/PARENT - Check the box that applies:

☐ The student ☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

☐ The student ☐ The parents 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 the student's FAFSA.

☐ The student ☐ The parents are unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)**.

A **2015 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." 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, under the 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

If the parents filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the **2016 IRS Tax Return Transcript(s)** must be provided for each.

____ 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.

Each person signing below certifies that all of the information reported is 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, sent to prison, or both.