Office of Financial Aid
300 W. Seward St.
Ripon, WI 54971
(877)742-9532
Fax: (920) 748-8370

Ripon College

2018-2019 Verification Form

Office Use Only

Student's Name _____
First *MI* *Last*

Student ID Number _____ Daytime Phone Number (_____) _____

Instructions

The United States Department of Education requires colleges to collect the following information from students who apply for federal student aid and whose application was selected for verification. Please read the questions carefully and respond to each question. When parents are mentioned, this means the parent(s) (and step-parent, when applicable) with whom you lived the majority of the time during the twelve months prior to filing for financial aid. Complete this form and return it to our office at the address listed above as soon as possible. You will not be considered for financial aid until this form is received by our office. **Note:** If you are not a U.S. citizen, you may be requested to provide proof of your permanent residency status.
If you filed the FAFSA as an **independent student, complete Sections A, B and D only.
If you filed the FAFSA as a **dependent student using parent information, complete ALL Sections of this form.

Section A - Family Information

Independent Students: Complete this section with information about the people who will be in your household between July 1, 2018 and June 30, 2019. Include yourself, your spouse (if you are married), and any children who receive more than half of their support from you even if they are not claimed on your income tax return.
Dependent Students: Complete this section with information about the people who will be in your parents' household between July 1, 2018 and June 30, 2019. Include your parent(s), yourself and other children living in the house or other children that your parent(s) provide more than 50% of the support for. If your parents are separated or divorced, include only the parent (and step-parent, if applicable) with whom you live. Please note: Parent(s) cannot be included in the number in college.
All students: Include other people only if they now live with and receive more than half of their support from you or your parents and will continue to receive this support between July 1, 2018 and June 30, 2019.

First Name	Age	Relationship to Student	If this person will attend college half-time or more in 2018-19, print the name of the college	Degree Seeking?
1.		**Self**	**Ripon College**	Yes ☑ No □
2.				Yes □ No □
3.				Yes □ No □
4.				Yes □ No □
5.				Yes □ No □
6.				Yes □ No □

□ Check this box if there are more than seven family members. Attach a list of these people, providing the same information as requested above for each person.

Section B - Student Information

If you (and/or your spouse) have filed a 2016 U.S. income tax return, you must use the IRS Data Retrieval Tool to update the income information on your FAFSA. Check the box(es) below that apply.

□You **have used** the IRS Data Retrieval Tool to transfer your 2016 IRS income tax information.
□You **have not yet used** the IRS Data Retrieval Tool but will using your filed 2016 IRS income tax return.
□You **are unable to use** the IRS Data Retrieval Tool and will provide the school with a 2016 IRS Tax Return Transcript.
□You **have amended your** 2016 IRS Tax Return. You will provide the school with a 2016 IRS Tax Return Transcript (from the original tax return) ***and*** a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return" that was filed with the IRS.
□You **have not nor are you required** to file a U.S. income tax return because:
- □ You were not employed and had no income earned from work in 2016.
- □ Your income earned from work in 2016 was below the amount required to file. <u>You must provide W-2s, or if self-employed, a signed statement indicating the income earned from work.</u>

□ Your spouse **has not and is not required** to file a 2016 U.S. income tax return because:
- □ Your spouse was not employed and had no income earned from work in 2016.
- □ Your spouse's income earned from work in 2016 was below the amount required to file. <u>You must provide W-2s, or if self-employed, a signed statement indicating your spouse's income earned from work</u>.

Student Name: _____ Student ID #: _____

Section C - Parent/Step-Parent Information

If your parents (or step-parent) have filed a 2016 U.S income tax return, they must use the IRS Data Retrieval Tool to update the income information on your FAFSA. Check the box(es) below that apply.

□ My parents **have used** the IRS Data Retrieval Tool to transfer their 2016 IRS income tax information.
□ My parents **have not yet used** the IRS Data Retrieval Tool but will using their filed 2016 IRS income tax return.
□ My parents **are unable to use** the IRS Data Retrieval Tool and will provide the school with a 2016 IRS Tax Return Transcript.
□My parents **have amended their** 2016 IRS Tax Return. They will provide the school with a 2016 IRS Tax Return Transcript (from the original tax return) ***and*** a signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return" that was filed with the IRS.

□ Parent 1 **has not, nor is required** to file a 2016 U.S. or foreign income tax return because:
- □ Parent 1 was not employed and had no income earned from work in 2016.
- □ Parent 1 income earned from work in 2016 was below the amount required to file. Parent 1 must provide W-2s, or if self-employed, a signed statement indicating the income earned from work.

□ Parent 2 **has not, nor is required** to file a 2016 U.S. or foreign income tax return because:
- □ Parent 2 was not employed and had no income earned from work in 2016.
- □ Parent 2 income earned from work in 2016 was below the amount required to file. Parent 2 must provide W-2s, or if self-employed, a signed statement indicating the income earned from work.

Section D - Certification and Signatures

I (We) certify that all of the information on this form is complete and correct. I (We) understand that giving false or misleading information may result in the loss of financial aid and that I (we) may be fined, be sentenced to jail, or both.

Student's Signature:		Date:	
Parent/Spouse's Signature:		Date:	

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that can be linked in the Parent and Student Financial sections on the FAFSA. However, if you cannot use the IRS DRT, then a 2016 *IRS Tax Return Transcript* may be obtained through:

- Request by phone 1-800-908-9946.
- Request a copy online at www.irs.gov, click on "Get my tax record", click "Get transcript" (online is quicker but not available to everyone, by mail is also an option.)

Make sure to request the "IRS Tax Return Transcript" and *NOT* the "IRS Tax Account Transcript."

Mail this completed, signed form along with copies of 2016 IRS W-2 forms (if necessary) and copies of 2016 IRS Tax Return Transcripts (if unable to use IRS DRT) as soon as possible to:

Ripon College – Office of Financial Aid
300 West Seward Street
Ripon, WI 54971

Fax number: (920)748-8370

Contact our office at (920)748-8101 if you have additional questions.