



# North Carolina Central University Office of Scholarships and Student Aid

919/530-6180 / 919/530-7959 (fax) / ssa@nccu.edu

## V1 - STANDARD - 2018-2019 DEPENDENT VERIFICATION WORKSHEET

Your application was selected for review in a process called *verification*. In this process we compare and confirm the information that you and/or your parent(s) provided on the FAFSA to ensure its accuracy. The law says we have a right to ask you for this information before awarding Federal Aid. If there are differences between your FAFSA information and your financial documents, you or the school may need to make corrections electronically. **We cannot continue processing your financial aid application until all requested information is received and completed.** Please fax these requested documents to **919/530-7959** or mail to address on the last page of the document.

### Section A: Information about You

Print the information requested below:

Student's Last Name      First Name      MI

Parent's Full Name

Student's NCCU Banner ID      /      Last 4 digits of SSN

Parent's Home Phone#      /      Parent's Cell Phone#

Student's Home Phone #      /      Student's Cell Phone#

Parent's Email Address

Student's Email Address

Student's Permanent Mailing Address

City, State, Zip

Were you in foster care at age 13 or older?      \_\_\_ Yes \_\_\_ No

### Section B: Information about You & Your Family

Print the information requested below: **Do not leave this section blank.**

1. Parent(s)/Stepparent(s) **current** marital status:  
 \_\_\_ Married/Remarried      \_\_\_ Single      \_\_\_ Divorced/Separated      \_\_\_ Widowed      \_\_\_ Unmarried\*  
 \*Biological and/or adoptive parents who live together and are not legally married must report income information for both Parent 1 and Parent 2.

Month and year your parent/stepparent were married separated, divorced or widowed      \_\_\_/\_\_\_

Did your Marital Status change after December 31, 2016?       Yes       No

2. List the people whom your parent(s)/stepparents will support between July 1, 2018 and June 30, 2019. Write in the name of the college for anyone you listed here (*excluding your parents*) that will be attending college at least half-time between July 1, 2018 and June 30, 2019.

**This includes:**

**Yourself and Your parent(s)/stepparent (even if you do not live with your parents).** Grandparents and legal guardians are not considered parents. If your parents are divorced or separated, answer the questions about the parent you lived with more during the past 12 months.

**Parent's other children**, even if they don't live with your parent(s), if a) your parents will provide more than half of their support from July 1, 2018 through June 30, 2019, or (b) the children would be required to provide parental information when applying for Federal Student Aid.

**Please list all family members as indicated below (Yourself, parents, siblings, other dependents, etc.)**

Full Name	Age	DOB	Relationship to Student	College	Will be Enrolled at Least Half Time (Yes or No)
1.			Student	NCCU	
2.					
3.					
4.					
5.					

ENTER YOUR 9-DIGIT NCCU ID

**If You (Student) Did Not File Taxes, Please Skip Section C and Complete Section D**

**Section C: Student Filed Taxes For 2016**  
 Order IRS Tax Return Transcript by phone: 1-800-908-9946 or online at [www.irs.gov](http://www.irs.gov)

Please select one

- Has used the IRS Data Retrieval Tool to transfer my 2016 IRS tax return information into my FAFSA.
- Has **not** used IRS Data Retrieval Tool but **will** use the tool to transfer my 2016 IRS tax return information into my FAFSA.
- Has requested or will request the 2016 IRS Tax Return Transcript(s)

**If You (Student) Filed Taxes, Please Skip Section D and Proceed To Section E**

**Section D: Student Did NOT File Taxes for 2016**

- \*Was not employed and had no income from work for 2016.
- \*Was employed in 2016 and **will not** and **am not** required to file a Federal tax return. List all of the names of your employers, the amount earned and whether an IRS W-2 form or proof of earnings from employer. List every employer even if the employer did not issue an IRS W-2 form. Provide copies of all 2016 IRS W-2 forms issued. If more space is needed, provide a separate page with name and Banner ID listed.

Name of Employer	IRS W-2 or an Equivalent Document Provided	Annual Amount Earned in 2016
<b>Total Amount of Income Earned From Work</b>		

*\*Student Non-Filing Statement*

I, \_\_\_\_\_ hereby certify that I did not file and am not required to file a 2016 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section E: Parent's Filed Taxes for 2016**  
 Order IRS Tax Return Transcript by phone: 1-800-908-9946 or online at [www.irs.gov](http://www.irs.gov)

Check the appropriate box for each parent listed in Section B

- Has used the IRS DRT in FAFSA on the web to transfer 2016 IRS income tax return information into the student's FAFSA  
\_\_\_\_\_ Mom or Parent 1    \_\_\_\_\_ Dad or Parent 2
- 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.  
\_\_\_\_\_ Mom or Parent 1    \_\_\_\_\_ Dad or Parent 2
- Has requested or will request the 2016 IRS Tax Return Transcript(s)  
\_\_\_\_\_ Mom or Parent 1    \_\_\_\_\_ Dad or Parent 2

**If Both Parents Listed in Section B, Filed Taxes, Please Skip Section F and Proceed To Section G**

**ENTER YOUR 9-DIGIT NCCU ID**

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## Section F: Parent 1 and/or Parent 2 Did Not File Taxes for 2016

If you did not file taxes for 2016, you must provide a “Verification of Non Filing Letter” from the IRS dated on or after October 1, 2017 that indicated a 2016 IRS income tax return was not filed with the IRS. You may obtain this letter by completing the Form 4506-T and mailing it directly to the IRS. Once received from the IRS, please provide a copy of the Verification of Non Filing Letter to our office (include student’s name & Banner ID).

Was not employed and had no income from work for 2016 \_\_\_\_\_ Mom or Parent 1 \_\_\_\_\_ Dad or Parent 2

One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form. Provide copies of all 2016 IRS W-2 forms issued. If more space is needed, provide a separate page with name and Banner ID listed.

Name of Employer	IRS W-2 or an Equivalent Document Provided	Annual Amount Earned in 2016
<b>Total Amount of Income Earned From Work</b>		\$

**Parent 1 (Mom or Stepparent) Non-Filing Statement**

I, \_\_\_\_\_ the parent of the student listed on page one, hereby certify that I did not file and am not required to file a 2016 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

**Signature:** Parent 1 \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent 2 (Dad or Stepparent) Non-Filing Statement**

I, \_\_\_\_\_ the parent of the student listed on page one, hereby certify that I did not file and am not required to file a 2016 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

**Signature:** Parent 2 \_\_\_\_\_ **Date:** \_\_\_\_\_

## Section G: Certification Statement and Signatures

Each person signing this worksheet certifies that all of the information reported is correct and complete. **The student and at least one parent whose information was reported on the FAFSA must sign and date. WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

X \_\_\_\_\_  
Student Date

X \_\_\_\_\_  
Parent/Stepparent Date

**\*\*\*Both student and a parent must sign\*\*\***

**Return completed form and all requested documents to**  
Office of Scholarships and Student Aid  
P. O. Box 19496 Shepard Station, Durham, NC 27707  
Fax: 919/530-7959 / email: ssa@ncu.edu

**ENTER YOUR 9-DIGIT NCCU ID**



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