



Office of Financial Aid

MICHIGAN STATE UNIVERSITY
 556 E Circle Dr, Room 252
 East Lansing, MI 48824-1113
 Phone: (517) 353-5940
 Fax: (517) 432-1155
 finaid.msu.edu

2018-2019 VERIFICATION FORM | DEPENDENT STUDENT

Purpose: The Michigan State University Office of Financial Aid has received the results of your 2018-2019 Free Application for Federal Student Aid (FAFSA). Review of your FAFSA has determined that additional information is necessary to continue processing your application for financial aid.

Student Name		Student PID	
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Household Size Chart

Number of Household Members: Use the chart below to list 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.

College Information: In addition to listing all household members in the chart below, include information about whether any of the household members are, 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, include the name of the college. If more space is needed, provide a separate page with the student's name and PID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>MSU Student</i>		

Note: We may request additional documentation to verify college enrollment for other family members.

Student Income and Tax Information

Student 2016 Tax Filing Information – Provide one of the following depending on your tax filing situation.		
<ul style="list-style-type: none"> • IRS Data Retrieval Tool - The student transferred their IRS tax information directly from the IRS to the FAFSA using the IRS Data Retrieval Tool and made no changes to that information. • 2016 Tax Transcript or 2016 1040 Tax Return with signature - The student completed a federal tax return and will provide the school with a 2016 IRS Tax Return Transcript(s) or a signed 2016 1040 Tax Return. 		
<input type="checkbox"/>	<ul style="list-style-type: none"> • Non-Tax Filer with Earnings in 2016. Check this box to verify that the student did not file a tax return in 2016, but had some earnings and complete the chart below listing all employers and total earnings. 	
	Employer's Name	IRS W-2 Provided?
	Annual Amount Earned in 2016	
	<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>
		<i>\$4,500.00</i>
	Total Amount of Income Earned From Work	
		\$
<input type="checkbox"/>	<ul style="list-style-type: none"> • Non-Tax Filer with no Earnings in 2016 - Check this box to verify that the student was not employed and had no income earned from work in 2016. 	

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

A 2016 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." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **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." 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. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **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 paper request form.

In most cases, for electronic tax return filers, 2016 IRS income tax return information is available for the IRS Data Retrieval Tool (DRT) on the FAFSA application or the IRS Tax Return Transcript within 2–3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

Note: Awarding of all financial aid is contingent upon the availability of funds

Parent Income and Tax Information

Parent 2016 Tax Filing Information – Provide one of the following depending on your tax filing situation.

- **IRS Data Retrieval Tool** - The parent(s) transferred their IRS tax information directly from the IRS to the FAFSA using the IRS Data Retrieval Tool and made no changes to that information.
- **2016 Tax Transcript or 2016 1040 Tax Return with signature** - The parent(s) completed a federal tax return and will provide the school with a 2016 IRS Tax Return Transcript(s) or a signed 2016 1040 Tax Return.
- **Non-Tax Filer with Earnings in 2016** - Provide **W-2s** from all employers, **Verification of Non-Filing Letter from IRS** or signed **2016 Non-Filer Statement Form** (available at finaid.msu.edu/forms.asp). **Complete the chart below listing all employers and total earnings.**

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

- **Non-Tax Filer with no Earnings in 2016** - Provide a **Verification of Non-Filing Letter** from the IRS that indicates a 2016 IRS Income Tax Return was not filed with the IRS or a signed **2016 Non-Filer Statement Form** (available at finaid.msu.edu/forms.asp).

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

Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.

Student's Signature

Date

Parent's Signature

Date

All correspondence and forms submitted to the Office of Financial Aid should include your name, PID and local address. **Failure to submit the requested information may prevent processing of your financial aid or cause the billing back of aid already received.**

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.