



# Office of Financial Aid

MICHIGAN STATE UNIVERSITY  
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## 2018-2019 VERIFICATION FORM | INDEPENDENT STUDENT

**Purpose:** The Michigan State University Office of Financial Aid has received the results of your 2018-2018 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.

<b>Student Name</b>		<b>Student PID</b>	
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### Household Size Chart

**Number of Household Members:** Use the chart below to list the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will 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.

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

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

## Student and Spouse (if applicable) 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"> <li>• <b>IRS Data Retrieval Tool</b> - 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.</li> <li>• <b>2016 Tax Transcript or 2016 1040 Tax Return with signature</b> - The student and/or spouse 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.</li> <li>• <b>Non-Tax Filer with Earnings in 2016</b> - Provide <b>W-2s</b> from all employers, <b>Verification of Non-Filing Letter from IRS</b> or <b>signed 2016 Non-Filer Statement Form</b> (available at <a href="http://finaid.msu.edu/forms.asp">finaid.msu.edu/forms.asp</a>). <b>Complete the chart below listing all employers and total earnings.</b></li> </ul>		
<b>Employer's Name</b>	<b>IRS W-2 Provided?</b>	<b>Annual Amount Earned in 2016</b>
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
<b>Total Amount of Income Earned From Work</b>		\$
<ul style="list-style-type: none"> <li>• <b>Non-Tax Filer with No Earnings in 2016</b> - Provide a <b>Verification of Non-Filing Letter</b> from the IRS that indicates a 2016 IRS Income Tax Return was not filed with the IRS or a <b>signed 2016 Non-Filer Statement Form</b> (available at <a href="http://finaid.msu.edu/forms.asp">finaid.msu.edu/forms.asp</a>)</li> </ul>		

**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](http://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](http://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.

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

## **Certification and Signature**

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (if applicable)

\_\_\_\_\_  
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.**