

THE UNIVERSITY OF ALABAMA

Student Financial Aid

2018-2019 Verification

Parent Verification

Your 2018-19 *Free Application for Federal Student Aid* (FAFSA) was selected for verification. The verification process compares the information you submitted on your FAFSA with the information we are requesting on this form. If the information received results in a correction, you will receive a notification from FAFSA that a new Student Aid Report has been generated. To continue the processing of your federal financial aid, you must complete and return all required documentation. You will not be awarded federal financial aid until all documentation has been submitted and processed.

Student Last Name First Name M.I.

Campus Wide Identification Number (CWID) Date of Birth

Phone Number (include area code) Alternate or Cell Phone Number

SECTION 1 HOUSEHOLD INFORMATION

List **ALL** of the members in your parents' household in the table below. Include:

- Yourself;
- Your custodial parent(s)/stepparent;
- Your parents' other children if they receive more than half their support from your parent(s) AND will continue to receive this support between July 1, 2018 through June 30, 2019;
- Other individuals, who now live with your parent(s) AND who receive more than half of their support from your parent(s) AND will continue to receive this support between July 1, 2018 through June 30, 2019.

Write the name of the college for your parent's household members who will be attending college at least half-time between July 1, 2018 and June 30, 2019 and will be enrolled in a degree or certificate program.

Name	Age	Relationship	College
		Self	University of Alabama

SECTION 2 TAX FILER INFORMATION

The 2018-2019 FAFSA requires 2016 tax information. You must submit a signed copy of page 1 and 2 of your parent's 2016 federal tax return and W-2's from EACH employer. If your parents do not have a copy of their 2016 federal tax return, they can obtain a Tax Return Transcript from the IRS. You can find instructions for obtaining the 2016 Tax Return Transcript at <https://financialaid.ua.edu/verification/>.

SECTION 3 **ADDITIONAL FINANCIAL INFORMATION**

Indicate the amount your parents received in the calendar year January 1, 2016 – December 31, 2016. Blanks will be assumed to be zero.

Amount	Parent 2016 Untaxed Income
\$	Untaxed portions of IRA distributions from IRS Form 1040 (line 15a minus 15b) or 1040A (line 11a minus 11b). Exclude rollovers. If negative, enter a zero.
\$	Untaxed portions of pensions from IRS Form 1040 (line 16a minus 16b) or 1040A (line 12a minus 12b). Exclude rollovers. If negative, enter a zero.

SECTION 4 **NON-TAX FILER INFORMATION**

If your parent(s) are not required to file a 2016 Federal Income Tax Return, you must complete the following section.

List all income your parents earned from work in 2016. Attach copies of W-2 forms from all employers.

2016 Sources of Income from Work	Total Income Earned

All non-tax filers are required to provide a **Verification of Non-filing status letter** dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS. **See the attached instructions for information on how to request Verification of Non-filing.** If you are unable to obtain a Verification of Non-filing, you may submit a signed statement indicating that you attempted and were unable to obtain the Verification of Non-filing from the IRS.

NON-TAX FILERS MUST SIGN THE FOLLOWING STATEMENT:

I have not filed, am not required to file and will not file a 2016 Federal Income Tax Return.

 Parent 1 Signature Date Parent 2 Signature Date

SECTION 5 **CERTIFICATION – STUDENT AND PARENT/STEPARENT MUST SIGN**

By signing this worksheet, I (we) certify that all the information reported to qualify for federal student aid is complete and correct. Student and parent signatures are required.

 Student Signature Date Parent/Stepparent Signature Date

 Student CWID

IRS Tax Return Transcript and IRS Record of Account Request Process

Tax filers can request an IRS Tax Return Transcript or IRS Record of Account of their 2016 IRS tax return information free of charge.

When requesting a tax transcript, tax filers will need to provide their Social Security Number (SSN), date of birth, street address, and zip code that is listed on the latest tax return filed with the IRS. However, if an address change was made with the IRS or the US Postal Service, the IRS may have the updated address on file. If this is the case, use the updated address. When requesting a transcript using the online or telephone request for a joint tax return, use the primary tax filer's information (e.g., SSN).

Online Request

- Available on the IRS Web site at www.irs.gov.
- Click on "File" on the homepage (top left under IRS logo).
- Under "Other Resources" click on "tax record".
- Click "Get Transcript Online".
- Follow the prompts to request a transcript.

Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their Social Security Number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed.
- Select the option to request an IRS Tax Return Transcript and then enter the year you are requesting.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.

Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used when requesting an IRS Tax Return Transcript or IRS Record of Account.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>.
- Complete lines 1 – 4, following the instructions on Page 2 of the form.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party.
Do not list The University of Alabama as a third party to receive the Tax Transcript. It will be difficult for Student Financial Aid to match a parent's incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.
- On Line 6, enter "2016" to receive tax information for the 2016 tax year.
- The tax filer must sign and date the form and enter their telephone number. When requesting a joint transcript using the paper process, either spouse may submit the request and only one signature is required.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on Page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their IRS Tax Return Transcript or IRS Record of Account within 10 business days from the time the IRS receives and processes the signed request.
- For Fiscal Year Tax Filers use the IRS Form 4506-T <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

NOTE: If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.

How to Request Verification of Non-filing

Verification of Non-filing provides proof that the IRS has no record of a filed Form 1040, 1040A or 1040EZ for the year you requested. Non-Tax filers can request an IRS Verification of Non-filing of their 2016 tax return status free of charge.

Online Request

- Available on the IRS Web site at www.irs.gov.
- Click on “File” on the homepage (top left under IRS logo).
- Under “Popular” click on “Get Your Tax Record”.
- Click “Get Transcript Online”.
- Enter the non-tax filer’s Social Security Number, email address, filing status, account numbers for loan or credit card associated with your name, and mobile phone associated with your name.
- Click “Continue”.
- Select "Verification of Non-filing Letter" and in the Tax Year field, select "2016".
- If successfully validated, you will be able to view your IRS Verification of Non-filing Letter.

Paper Request Form – IRS Form 4506-T

- Download IRS Form 4506-T at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.
- Complete lines 1–4, following the instructions on Page 2 of the form.
- Line 3: Enter the non-tax filer’s street address and zip or postal code. Use the address currently on file with the IRS.
- Line 5 provides non-tax filers with the option to have their IRS Verification of Non-filing mailed directly to a third party. *****Do not list The University of Alabama as a third party to receive the IRS Verification of Non-filing.*****
- Line 6a, 6b, 6c or 7: Select the checkbox on the right hand side for one of these options to request Verification of Non-filing.
- Line 9: Year or period requested field, enter "12/31/2016".
- The non-tax filer must sign and date the form and enter their telephone number. Only one signature is required when requesting a joint IRS Verification of Non-filing.
- Mail or fax the completed IRS Form 4506-T to the address (or FAX number) provided on page 2 of Form 4506-T.
- If the 4506-T information is successfully validated, you can expect to receive a paper IRS Verification of Non-filing at the address provided on the request within 5 to 10 days.