



## VERIFICATION REQUEST 2019–2020 Independent Verification (V1)

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Now that you have submitted your FAFSA for the 2019–2020 award year, you have a few more steps to complete before you can be awarded federal financial aid.

- The federal government selected your FAFSA for further review. This process is called “Verification.” You did not do anything wrong—the government has requested that we collect documentation to verify that your application was completed correctly. If by chance we find an error, we will correct your application and re-submit it to the FAFSA processor for you.
- The verification process requires you provide to NDC the following paperwork:
  - 1) [Verification Worksheet](#) (attached to this letter)
  - 2) [Tax/income information for 2017](#) for student (and spouse, if you are married), provided in one of three ways. (See instructions for more information):
    - Transfer of IRS information using the FAFSA Data Retrieval Tool (for tax-filers); or
    - Copy of 2017 federal Tax Return Transcript(s) (for tax-filers); or
    - Verification of Non-Filing letter for 2017 from the IRS and copies of all 2017 W-2 form(s) (for non-filers)
- If you submit an incomplete form, we will contact you by phone or e-mail, or the form will be returned to you by regular mail. You can keep track of what you have submitted and what is missing at [My.NDC](#) under the Financial Aid Tab. (Click on “View Financial Aid Document Tracking” and select the 2019–2020 award year.)
- **Your completed and signed Verification Worksheet may be mailed, faxed, or e-mailed to the Office of Financial Aid (see address below). However, to protect your personally identifiable information, all tax documents (tax returns, tax return transcripts, and W-2 forms) may ONLY be uploaded or mailed. (Do NOT fax or e-mail tax documents.) To upload tax documents, log on to [My.NDC](#) and go to the Financial Aid tab. Select “Tax Document Upload” from the menu on the left. (Your Verification Worksheet can also be uploaded.)**

Thank you!

Notre Dame College Office of Financial Aid

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### To submit verification documents:

Verification Worksheet	Mail, e-mail, fax or upload on <a href="#">My.NDC</a>
Tax Documents (tax return, tax transcript, W-2 forms)	Mail or upload on <a href="#">My.NDC</a>

Mailing address: Notre Dame College, Office of Financial Aid, 4545 College Rd., South Euclid, OH 44121.

Financial Aid e-mail: [finaid@ndc.edu](mailto:finaid@ndc.edu)

Financial Aid fax: 216.803.6673

**We are here to help you. Contact us for assistance by phone (216.373.5213), e-mail ([finaid@ndc.edu](mailto:finaid@ndc.edu)), or visit our office. You may walk-in or schedule an appointment.**



## 2019–2020 INDEPENDENT VERIFICATION WORKSHEET V1

Please Print:

\_\_\_\_\_ Last Name

\_\_\_\_\_ First Name

\_\_\_\_\_ NDC ID

### A. STUDENT AND FAMILY INFORMATION: (READ CAREFULLY)

List the people that you (and your spouse, if applicable) will support between July 1, 2019 and June 30, 2020.

- Include yourself, your spouse, and your dependent children (if you provide more than half of their support).
- Also include their age, relationship to you (the student), and the name of the college for any family member 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.
- Include other people as part of your family only if:
  - 1) They lived with you (or your spouse) and receive more than half of their support from you (or your spouse) at the time you completed your federal financial aid application, and
  - 2) They will continue to receive more than half their support from you from July 1, 2019 through June 30, 2020.
- If you need more space, attach a separate page with your name and NDC ID at the top.

Full Name	Age	Relationship to student	Name of college if attending at least half-time
		Self	Notre Dame College

### B. TAX DOCUMENTATION AND INCOME INFORMATION: (READ CAREFULLY)

#### Student/Spouse\* Tax Information

Select only one of the following:

<input type="checkbox"/> I filed a 2017 federal tax return.  See instructions on the next page.	<input type="checkbox"/> I did not file/was not required to file a 2017 federal tax return, but I had income from work in 2017.  Must list all employers and the amount earned from each employer in 2017. <u>Provide copies of all 2017 IRS W-2 forms.</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Employer</th> <th style="width: 30%;">Amount Earned in 2017</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: center;">\$</td> </tr> <tr> <td> </td> <td style="text-align: center;">\$</td> </tr> <tr> <td> </td> <td style="text-align: center;">\$</td> </tr> <tr> <td> </td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>	Employer	Amount Earned in 2017		\$		\$		\$		\$	<input type="checkbox"/> I was not employed and did not earn any income in 2017.  <u>Submit confirmation of non-filing status, which can be obtained from the IRS using Form 4506-T</u>
Employer	Amount Earned in 2017											
	\$											
	\$											
	\$											
	\$											

*Continued on the next page*

## TAX DOCUMENTATION AND INCOME INFORMATION (continued):

**\*If you are married, and your tax-filing status is NOT "Married Filing Jointly," you must answer the questions below (and your spouse must sign this worksheet). Please respond to the following questions regarding your spouse's 2017 tax/income information.**

**Select only one of the following:**

<input type="checkbox"/> My spouse filed a 2017 federal tax return(s). See instructions below.	<input type="checkbox"/> My spouse did not file/was not required to file a 2017 federal tax return, but had income from work in 2017. <u>Submit confirmation of non-filing status, which can be obtained from the IRS using Form 4506-T and checking box 7, or by calling 800-908-9946.</u> (See instructions below). Must list all employers and the amount earned from each employer in 2017. <u>Provide copies of all 2017 IRS W-2 forms.</u> <table border="1" data-bbox="402 638 1182 812"> <thead> <tr> <th data-bbox="402 638 1019 688">Employer</th> <th data-bbox="1019 638 1182 688">Amount Earned in 2017</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 688 1019 722"></td> <td data-bbox="1019 688 1182 722">\$</td> </tr> <tr> <td data-bbox="402 722 1019 756"></td> <td data-bbox="1019 722 1182 756">\$</td> </tr> <tr> <td data-bbox="402 756 1019 789"></td> <td data-bbox="1019 756 1182 789">\$</td> </tr> <tr> <td data-bbox="402 789 1019 812"></td> <td data-bbox="1019 789 1182 812">\$</td> </tr> </tbody> </table>	Employer	Amount Earned in 2017		\$		\$		\$		\$	<input type="checkbox"/> My spouse was not employed and did not earn any income in 2017. <u>Submit confirmation of non-filing status, which can be obtained from the IRS using Form 4506-T and checking box 7, or by calling 800-908-9946.</u> (See instructions below).
Employer	Amount Earned in 2017											
	\$											
	\$											
	\$											
	\$											

**Instructions:** To submit 2017 federal tax information, do one of the following:

1. Log on to your FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov) to make corrections. Go to the "Financial Information" tab to link to the IRS. After transferring tax information to the FAFSA, make sure to submit your corrections.
2. Submit signed copy(s) of federal tax return(s).
3. Request the "IRS Tax Return Transcript" (NOT the "Tax Account Transcript") online at [IRS.gov](http://IRS.gov). Click on the link to "Get My Tax Record." You may also call the IRS at 800-829-1040 or 800-908-9946. **(Include student name/ID on transcript.)**
4. IRS Form 4506-T is available at [IRS.gov](http://IRS.gov) or [notredamecollege.edu/admissions/financial-information/financial-Assistance/Forms](http://notredamecollege.edu/admissions/financial-information/financial-Assistance/Forms).
5. **If the tax filer has amended the 2017 federal tax return**, transfer original tax information using the DRT and submit a signed copy of the 1040X (amended return), or submit a Tax Return Transcript of the original tax return and a signed copy of the 1040X (amended return).

### C. SIGN THIS WORKSHEET (READ CAREFULLY)

The student (and spouse, if married and 2017 tax filing status is NOT "Married Filing Jointly") must sign. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. Incomplete forms will be returned to the student via U.S. mail. Missing information will be requested via student's NDC e-mail.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's signature (if married)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student contact (phone/cell phone)

**By signing this worksheet, we certify that all the information reported on this worksheet is complete and correct.**

**To submit verification documents:**

Verification Worksheet	Mail, e-mail, fax or upload on <a href="#">My.NDC</a>
Tax Documents (tax return, tax transcript, W-2 forms)	Mail or upload on <a href="#">My.NDC</a>

Mailing address: Notre Dame College, Office of Financial Aid, 4545 College Rd., South Euclid, OH 44121.

Financial Aid e-mail: [finaid@ndc.edu](mailto:finaid@ndc.edu)

Financial Aid fax: 216.803.6673

**MAKE A COPY OF THIS WORKSHEET AND ALL SUBMITTED DOCUMENTATION FOR YOUR RECORDS.**