



# INDEPENDENT VERIFICATION WORKSHEET (V1)

## 2017 – 2018

### STANDARD VERIFICATION

Your application for financial aid was selected for review in a process called “**Verification**”. Please submit the documentation as soon as possible but no later than 120 days after your last day of enrollment, or by September 2018, whichever occurs first. No funds will be disbursed until the verification process is completed. Failure to complete the verification process by the deadline will result in your ineligibility for Title IV funds for the award year. The law states we have the right to ask you for this information before awarding any federal aid. If there are differences between the information supplied on your federal application and your financial documents, we will need to correct this information. *We must review the required information under the financial aid program rules (34 CFR, Part 668).*

The Department of Education has requested that the institution verify certain items for a student selected for this review. All of the verification items are listed on this Worksheet and must be verified to determine Title IV eligibility.

\*\* The 2015 IRS Tax Transcript will not be necessary if you and/or your spouse were able to retrieve your tax information using the IRS Data Retrieval Tool when completing the 2017-2018 FAFSA and no changes were made after the information was retrieved.

To review the status of your awards, please visit your Student Portal at <http://my.gcu.edu>.

All fields are required to be completed. If you have any questions, please contact your GCU Student Services Counselor.

### A. Student Information

STUDENT NAME: \_\_\_\_\_ GCU STUDENT NUMBER: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

### B. Family Information

List the people in your household. Include:

- Yourself
- Your spouse (if married)
- Your children, if any, if you will provide more than half of their support from July 1, 2017, through June 30, 2018, even if they do not live with you. If your child is between the ages of birth and one year, please list the age as "1"
- Any unborn child who is scheduled to be born between July 1, 2017 through June 30, 2018 should be listed with an age of "0" with the relationship noted as "unborn child"
- Other people if they lived with you and received more than half their support from you and will continue to receive more than half their support from you through June 30, 2018

Full Name	Age	Relationship	Full Name of College (No Acronyms)*
		Self	Grand Canyon University

\* Household member must be enrolled at least half time as a ‘regular’ student in a degree/certificate granting program between July 1, 2017 and June 30, 2018.

**C. Source of Income – Student: COMPLETE EITHER SECTION 1 OR SECTION 2**

**Instructions:** The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log into your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2015 IRS income tax information into your FAFSA. It takes up to three weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

**1. Student: Tax Filer**

Check the box that applies:

- I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my 2017-2018 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. GCU will use the IRS information that was transferred in the verification process.
  
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2015 IRS tax return transcript -NOT a photocopy of the income tax return**. You may find the form at <https://www.irs.gov/individuals/get-transcript> and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Return Transcript" and not the "Account Transcript." If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946. It takes up to three weeks for income information to be available for electronic filers and up to eight weeks for paper filers.
  - Check here if your IRS tax return transcript(s) is attached to this worksheet
  - Check here if your IRS tax return transcript(s) will be submitted to GCU later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to GCU.

**2. Student: Non-Tax Filer** Complete this section if C.1 above did not apply and you will not file and were not required to file a 2015 income tax return with the IRS. **You must also submit an IRS "Verification of Non-filing Letter" dated on or after 10/1/2016 for tax year 2015 whether or not you were employed.** You may find the form at <https://www.irs.gov/individuals/get-transcript> and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Verification of Non-filing Letter" and in the Tax Year field, select "2015". If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946. It takes up to three weeks for income information to be available for electronic filers and up to eight weeks for paper filers.

- I was not employed and had no income earned from work in 2015, **OR**
- I was employed in 2015 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2015. **W-2s are required from all employers.**

**DO NOT leave the section below blank if employed. Enter "none" if you did not earn income in 2015 or enter the amount of income earned during 2015**

<i>Student's Source of Income</i>	<i>2015 Amount</i>	<i>W-2 Attached? If not, why?</i>
	\$	
	\$	
	\$	
	\$	

**D. Source of Income – Spouse: COMPLETE EITHER SECTION 1 OR SECTION 2 IF APPLICABLE**

**1. Spouse: Tax Filer**

Check the box that applies:

- I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information into my 2017-2018 FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *GCU will use the IRS information that was transferred in the verification process.*
  
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will submit to the school a **2015 IRS tax return transcript - NOT a photocopy of the income tax return**. You may find the form at <https://www.irs.gov/individuals/get-transcript> and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Return Transcript" and not the "Account Transcript." If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946. It takes up to three weeks for income information to be available for electronic filers and up to eight weeks for paper filers.
  - Check here if your IRS tax return transcript(s) is attached to this worksheet
  - Check here if your IRS tax return transcript(s) will be submitted to GCU later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to GCU.

**2. Spouse: Non-Tax Filer**

Complete this section if D.1 above did not apply and you will not file and were not required to file a 2015 income tax return with the IRS. **You must also submit an IRS "Verification of Non-filing Letter" dated on or after 10/1/2016 for tax year 2015 whether or not you were employed.** You may find the form at <https://www.irs.gov/individuals/get-transcript> and then click "Get Transcript Online." You must have access to a valid email address, a text-enabled mobile phone in your name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Make sure to request the "Verification of Non-filing Letter" and in the Tax Year field, select "2015". If "Get Transcript Online" is not available, click on "Get Transcript by Mail" or call 1-800-908-9946. It takes up to three weeks for income information to be available for electronic filers and up to eight weeks for paper filers.

- I was not employed and had no income earned from work in 2015, **OR**
- I was employed in 2015 but was not required to file a tax return. Listed below are the names of all my employers and the amount earned from each employer in 2015. **W-2s are required from all employers.**

**DO NOT leave the section below blank if employed. Enter "none" if you did not earn income in 2015 or enter the amount of income earned during 2015**

Spouse's Source of Income	2015 Amount	W-2 Attached? If not, why?
	\$	
	\$	
	\$	

**E. Certification and Signature (Handwritten Signature Required – Typed/Electronic Signature Not Accepted)**

By signing below the student certifies that all of the information reported is complete and correct.

Student Signature: \_\_\_\_\_

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

**WARNING: If false or misleading information is given on this worksheet, student may be fined, sentenced to jail, or both.**