

Office of Financial Aid
2500 California Plaza • Harper Center Ste. 1100 • Omaha, NE 68178
402-280-2731 • 1-800-282-5835 • Fax 402-280-2895

WHAT IS VERIFICATION?

The U.S. Department of Education (ED) randomly selects students for schools to verify information on their FAFSA. Your FAFSA has been selected for us to collect and verify information related to your FAFSA answers.

INSTRUCTIONS – PLEASE READ EACH SECTION CAREFULLY

- Complete all sections of this worksheet. Write “0” for any income not received and “N/A” for sections that do not apply
- Collect requested 2016 financial documents for you and your parent(s).
- Submit this completed form along with the required financial documents to the address, fax, or email at the top of this page.

Documents should be submitted within 30 days of the initial request to avoid a significant delay in receiving your financial aid. We will notify you if additional information is needed.

A. STUDENT INFORMATION (please print neatly):

Last Name	First Name	M.I.	Student NET ID
Address (include apt. no.)			
City	State	Zip Code	Phone No. (include area code)

B. FAMILY INFORMATION If more space is required, attach a separate page

Full Name	Age		
<p>Write the names of the people in your parent(s) household in the chart below.</p> <p>1. Include yourself.</p> <p>2. Include your parent(s):</p> <ul style="list-style-type: none"> • <i>If your parent(s) are divorced</i>, list the parent you lived with the most during the last 12 months. If you did not live with one parent more than the other, indicate the parent who provided more than half of your support during the last twelve months. This should be the same parent whose information was provided on the FAFSA. • <i>If your parent is remarried</i>, include step-parent. • <i>If your parents are unmarried but live together</i>, list Parent #1 and Parent #2. <p>3. Include your parent(s)' other children, if your parents provide more than half of their support between July 1, 2018 and June 30, 2019 or if the children would be required to provide parental information if they were completing a 2018-19 FAFSA.</p> <p>4. Include other dependents, if they now live with your parent(s) and your parent(s) will continue to provide more than half of their support through June 30, 2019.</p>	Write the age of each family member in the chart below.		
	Relationship		
	Write the relationship of each family member to the student in the chart below.		
	College		
	Add the name of the college for any household member (excluding parents) who will be enrolled in a degree, diploma or certificate program at an eligible postsecondary educational institution at least half-time any time between July 1, 2018 and June 30, 2019.		
Full Name	Age	Relationship	College

NET ID: _____

Student First Name _____

Student Last Name _____

Student Name: _____ NET ID: _____

C. TAX AND INCOME INFORMATION

Submit an official IRS Tax Return Transcript if you filed a 2016 U.S. Tax Return and you did not use the IRS Data Retrieval Tool when you filed your FAFSA. This applies to both student and parent(s).

To request an IRS Tax Return Transcript:

- To request a transcript online, go to www.irs.gov/Individuals/Order-a-Transcript. Request the 2016 Tax Return Transcript or to order by phone, call 800-908-9946 and follow the prompts.
- To request a transcript or verification of non-filing by mail, complete IRS Form 4506-T www.irs.gov/pub/irs-pdf/f4506t.pdf.

If you filed a Foreign Tax Return:

- Submit a signed and dated copy of the form to our office. The form must be translated into English, OR
- Submit a statement of income, if you earned income in a country that does not require you to file tax returns.

STUDENT'S INCOME INFORMATION: Tax Return Non-filers

Complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- I (the student) was not employed and had no income earned from work in 2016.
- I (the student) was employed in 2016 and have listed below the names of all my employers and the amount earned from each employer in 2016.

Attach copies of all 2016 W-2 forms issued to you by your employers. List every employer even if they did not issue a W-2 form.

Employer's Name	2016 Amount Earned	W-2 Attached?
	\$	
	\$	

PARENT'S INCOME INFORMATION: Tax Return Non-filers

Complete this section if the student's parent(s) will not file and is/are not required to file a 2016 income tax return with the IRS. Parent must also provide a Verification of Non-Filing from the IRS (a website link is provided above).

Check the box that applies:

- The parent(s) was/were not employed and had no income earned from work in 2016.
- The parent(s) was/were employed in 2016 and has/have listed below the names of all employers and the amount earned from each employer in 2016.

Attach copies of all 2016 W-2 forms issued to the parent (s). List every employer even if they did not issue a W-2 form.

Employer's Name	2016 Amount Earned	W-2 Attached?
	\$	
	\$	

D. OTHER INFORMATION

Please list dollar amounts or "0" for the following items:	You, the student	Parent
A. Taxable earnings from Federal Work-Study or other need-based work program	\$	\$
B. Tuition for Younger Siblings/Children: If you have out-of-pocket costs for younger siblings/children in private elementary, middle, or high school for the 2018-19 academic year, please list the amount you will pay after scholarships and discounts are applied	\$	\$

E. SIGNATURES

By signing below, you certify that the information provided in this document is true, complete, and accurate to the best of your knowledge. You further understand that any false statements or misrepresentations may be cause for denial, reductions, withdrawal, and/or repayment of financial aid. Please note: Additional documentation may be requested if further information is required.

Student's Signature (handwritten signature required) Date

Parent's Signature (handwritten signature required-must be from the parent who signed the FAFSA) Date