

Your 2018-2019 FAFSA was selected for a process called verification, and therefore Goucher College needs to confirm information reported on your FAFSA. If there are differences between your FAFSA and the information provided for verification, your FAFSA may need to be corrected. You and at least one parent must submit this completed and signed worksheet, along with any required documents to the Office of Student Financial Aid at Goucher College. If any corrections change your eligibility for any financial aid programs, a revised financial aid notice will be sent.

A. Dependent Student’s Information

Student Last Name

Student First Name

Goucher ID Number

Best Phone Number to Reach Student (include area code)

B. Dependent Student’s Family Information

List below the people in your parent(s)’ household. Include:

- Yourself and your parent(s) (including a stepparent if applicable). *Do not include a non-custodial parent.*
- (If clarification is needed for divorced/separated/remarried/widowed parents, please visit: <https://studentaid.ed.gov/sa/fafsa/filling-out/parent-info>)
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019.
- Other people if they now live with your parent(s) and your parent(s) will provide more than half of their support through June 30, 2019. (Additional documentation of support may be required, depending on the age and relationship of the individual.)

Full Name	Age	Relationship	Attending College at Least Half Time in 2018-2019?*	Name of College*
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister (example)</i>	<i>Yes (example)</i>	<i>Central University (example)</i>
		<i>Self</i>		<i>Goucher College</i>

* Parents will not be counted as a household member in college for financial aid purposes.

C. Dependent Student's Financial Information to be Verified

Did you, the student, have any income in 2016 ?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you, the student, file a 2016 Federal IRS Income Tax Return?	
<input type="checkbox"/> Yes	If you have not already done so, please use the IRS Data Retrieval Tool (DRT) in your FAFSA application. If you are unable or unwilling to use the DRT, then you will need to obtain a 2016 Tax Return Transcript from the IRS and submit that to our office. (See page 3.)
<input type="checkbox"/> No	<ul style="list-style-type: none"> If you had no income, then no further action should be required. If you had income, then you must provide copies of 2016 W-2's and/or 1099 forms from ALL employers. Replacement copies of W-2's may be obtained from your employer or by requesting a Wage and Income Transcript from the IRS. If a W-2 or 1099 was not issued to you for some reason, then please explain: <hr/> <hr/>

D. Parent(s) Financial Information to be Verified

Did your parent(s) file a 2016 Federal IRS Tax Return? <i>(Note: If two parents were reported in Section B of this worksheet, these questions and instructions apply to both parents.)</i>	
<input type="checkbox"/> Yes	If you have not already done so, please have your parent use the IRS Data Retrieval Tool (DRT) in your FAFSA application. If they are unable or unwilling to use the DRT, then they will need to obtain a 2016 Tax Return Transcript from the IRS and submit that to our office. (See page 3.)
<input type="checkbox"/> No	<p>If your parent(s) did not, and was/were not required to file a 2016 Tax Return, they must:</p> <ul style="list-style-type: none"> Submit an IRS Verification of Nonfiling Letter dated on or after October 1, 2017. Provide copies of all 2016 W-2's and/or 1099 forms. Replacement copies of W-2's may be obtained from your employer or by requesting a Wage and Income Transcript from the IRS. If a W-2 or 1099 was not issued to your parent(s) for some reason, then please explain: <hr/> <hr/>

E. Sign and Date - (ELECTRONIC SIGNATURES NOT ACCEPTED. Please print & sign in ink.)

By signing this form, I/we certify all information reported on this form & within the enclosed documentation is complete & correct.

Student Signature

Date

Parent Signature (Must be a parent listed in section B.)

Date

Using the IRS Data Retrieval Tool (DRT) in the FAFSA

***** Highly Recommended *****

Since the 2018-2019 FAFSA application uses financial information from the “Prior Prior” 2016 tax year, there are very few scenarios where the Data Retrieval Tool may not be used. In most cases, no further income verification documentation is required when using the DRT. Please see the [Data Retrieval Tool instructions and tip sheet](#) to see if you are eligible, and to get additional information and instructions.

Options for Getting a Tax Return Transcript from the IRS

Federal Tax Return Transcripts can be obtained online (<https://www.irs.gov/individuals/get-transcript>), or by telephone at 1-800-908-9946. Please make sure you request a 2016 “Tax Return Transcript”. For additional help, or special filing circumstances (amended returns, or identity theft) see our [IRS Tax Return Transcript tip sheet](#).

Submit Your Documents

Preferred: Scan as a PDF (150dpi minimum) and attach to an e-mail sent to finaid@goucher.edu. We normally confirm receipt of documents sent by e-mail within 2-3 business days. (You may also get an automated e-mail when you first submit.)

You may also fax to 410-337-6504. If you send by regular mail (see address at top of form), then **please keep copies in your records as a backup**. Confirmation is not sent when you submit by fax or regular mail, so students should log in to Net Partner (<http://www.goucher.edu/net-partner/>) 2 business days after faxing or 1 week after mailing, and check the Documents screen to confirm receipt. It is the student’s responsibility to follow up and confirm that any submitted documents were received by our office.

Processing, Turnaround Time, and Monitoring your Financial Aid

- Please allow 10-15 business days for documents to be reviewed and processed.
 - In some cases, we may need to request additional documents after reviewing what you submit.
 - Please respond promptly to any e-mails from our office requesting additional clarifications or documents.
 - Students should check their financial aid file regularly using Goucher’s online financial aid system called Net Partner.
 - <http://www.goucher.edu/net-partner/>
 - Each screen is available under the “Menu” button.
 - Review your “Documents” screen to see what is needed.
 - Respond to anything showing as “Not Received” or “Incomplete”.
 - We recommend you check online every 2-4 weeks from May through August.
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If you have any questions, or need additional assistance, please feel free to contact us:

410-337-6141 or finaid@goucher.edu