

Student:

First Name: _____ Last Name: _____ Student ID #: _____

2018-2019 STANDARD VERIFICATION-V1 Parent Verification

Your dependent students' 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your dependents' FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this verification document and with any other required documents. If there are differences, the FAFSA information may need to be corrected. The parent whose information was reported on the FAFSA must complete and sign this verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents had a change in marital status after the end of the 2016 tax year on December 31, 2016. **If the parents filed separate 2016 IRS income tax returns, 2016 IRS Tax Return Transcripts must be provided for both parents.**

Section 1 Parents Income Information

Instructions: Complete this section if the parents filed or will file a 2016 IRS income tax return(s). The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. For electronic filers, 2016 IRS income tax return information for the IRS DRT is generally available within 2–3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS and for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- The parents have used the IRS DRT in FAFSA on the Web to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The parents are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2016 IRS Tax Return Transcript(s). (signature not required)
- The parents did not file and were not required to file a 2016 income tax return with the IRS. Complete the **NONFILERS** section below.

To obtain a **2016 IRS Tax Return Transcript**, go to www.irs.gov/transcript and click on the "Get Transcript by Mail" link, or call 1-800-908-9946. Make sure to request the "IRS Tax Return Transcript" and not the "IRS Tax Account Transcript." Use the Social Security Number and date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2016 IRS income tax return). In most cases, for electronic filers, a 2016 IRS Tax Return Transcript may be requested from the IRS within 2–3 weeks after the 2016 IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS Tax Return Transcript may be requested within 8–11 weeks after the 2016 paper IRS income tax return has been received by the IRS. **If the parents filed separate 2016 IRS income tax returns, 2016 IRS Tax Return Transcripts must be provided for both. Note: if your returns have a balance due there generally is a delay in accessing your tax return transcripts.**

Submit this document to your campus Financial Aid Office using the [secure upload](#) link, at your ERAU campus or via fax: 386-226-6915. Be sure to include your Student ID on all documents.

Student:

First Name: _____ Last Name: _____ Student ID #: _____

NONFILERS— Complete this section for anyone who will not file and is not required to file a 2016 income tax return with the IRS. You **must** submit all W-2s or provide a written statement of the amounts and sources of income. If you did not/are not required to file taxes you must provide us with a letter of nonfiling from the IRS and you can request this letter by using the [4506-T document](#) and checking box 7. If more space is needed, attach a separate page with the student's name and ERAU Student ID number at the top. If there was no employment and no income was received, please write "none" under Employer's Name.

Employer's Name	2016 Amount Earned	W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

Section 2 Family Information

List the people in your household, include:

- the student
- the parents (including a stepparent) even if the student doesn't live with the parent
- the parents' other children if the parents will provide more than half of their financial support from July 1, 2018, through June 30, 2019
- if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019
- Other people if they now live with the parents and the parents provide more than half of their financial support and will continue to provide more than half of their financial support through June 30, 2019

Include children who meet either of these standards even if the children do not live with the parents. Also write in the name of the college for any household 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, diploma, or certificate program. **If additional space is required, please attach a written statement.**

Full Name	Age	Relationship	College
		Student	Embry Riddle Aeronautical University

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Certifications and Signatures

The person signing below certifies that all of the information reported is complete and accurate. The parent whose information was reported on the FAFSA must sign and date.

Parent Signature Original Signature – Do Not Type

Date

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