



## 2017-18 Independent Verification Instructions

**Background:** Your FAFSA was selected for review in a process called “Verification.” PCA&D is required to compare your FAFSA with requested documents and the attached worksheet. Your financial aid cannot be processed until all requested information is received. Failure to complete the verification process in a timely matter may result in the loss of financial aid eligibility. This review must be conducted under the financial aid program rules (34 CFR, Part 668). Any changes to your FAFSA made necessary by the verification process will be forwarded to federal processors by PCA&D.



**We cannot accept a copy of your tax return(s). Instead, if requested, you must go back into your FAFSA and use the Data Retrieval Tool or request and send us a copy of your IRS Tax Return Transcript (see directions below).**

### Step 1: Documentation

- Refer to the enclosed missing information letter to see if we are requesting an IRS Tax Transcript for **yourself and your spouse (if married)**. *If we are not requesting any IRS Tax Transcripts, skip to Step 2.*
- If we require an IRS Tax Transcript you will see it listed as one of your required documents on the accompanying letter, showing as “not received”. If required, you have two options – The preferred method is to go back into your FAFSA and use the IRS Data Retrieval Tool (IRS-DRT) OR order an IRS tax return transcript (see below).

#### 1. IRS-DRT:

To re-submit the 2017-2018 FAFSA and select the IRS data retrieval option, log back into your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), you will be able to make corrections to your submitted FAFSA without having to start over. The data retrieval tool is available 2-3 weeks after filing taxes electronically on-line or 6-8 weeks after filing by hard copy. Once corrected using IRS-DRT, re-submit your FAFSA.

Or

#### 2. Order an IRS tax transcript: **2015 IRS Tax Return Transcript** may be obtained via the following:

- Online Request - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, click "Get a Tax Transcript by Mail." Click “Get Transcript by MAIL.” Make sure to request the “**IRS Tax Return Transcript**” and **NOT** the “IRS Tax Account Transcript.”
- Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

Please note that the Verification process will not be complete until the FAFSA is (re)submitted using the IRS-DRT or required Tax Transcripts are received. **Do NOT send federal, state or local tax returns to the school.**

### Step 2: Verification Worksheet

- Complete this worksheet in its entirety – Complete Student (and spouse if married) information
- Affix all required signatures

### Step 3: Submit Documentation

- Submit this worksheet along with any other financial documents we requested in Step 1 to the Financial Aid Office. Refer to the accompanying letter for list of documents. If we are requesting “Documentation of Other Untaxed Income” please be sure to thoroughly complete sections 4, 6 & 8 on the worksheet.
- Scanned/emailed or faxed copies are acceptable.
- If you or your family owns a business, please include the additional IRS tax form “Schedule C.”

**SECTION 1: STUDENT INFORMATION**

Student SS#		Phone #		
First Name		Last Name		Middle Initial

**SECTION 2: FAMILY (HOUSEHOLD) INFORMATION**

**INDEPENDENT:** List yourself, your spouse (if applicable) and your or your spouse’s children and other people who live with you and will receive more than half of their support from you (and/or your spouse) between 07/01/17 through 06/30/18.

Full Name	Age	Relationship	College	Enrolled at Least Half Time (Yes or No)
		Self	Pennsylvania College of Art & Design	

\*\* Include the name of the college for any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between 07/01/17 and 06/30/18. If more space is needed, attached a separate sheet.

**SECTION 3: TAX FORMS AND INCOME INFORMATION FROM 2015**

**Complete this section for any person you listed above (excluding children) who worked, but did not file taxes for 2015.**

Non-Tax Filer’s Name	Name of Employer(s) in 2015	Amt. Earned in 2015 (include W-2s)

**SECTION 4: FOOD STAMPS (SNAP)**

List the amount of Food Stamp benefits received in 2015 for the people reported in Section 2. Also provide a statement from the applicable agency or alternative documentation that shows proof of benefits received in 2015.	Full Name	Amount received
		\$
		\$
		\$
		\$
		\$

**SECTION 5: ADDITIONAL 2015 FINANCIAL INFORMATION**

Answer each question by filling in the correct amount. If a question is left blank, it will be assumed to be zero.	Student/Spouse
Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.	
Taxable student grant and scholarship aid <b>if you reported it to the IRS in your adjusted gross income.</b> Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships. <b>Do not include scholarships reported on your 1098-T.</b>	
Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay.	
Earnings from work under a cooperative education program offered by a college.	

