



Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. Before awarding Federal Student Aid, the law requires you to confirm the information reported on your FAFSA. To verify the provided information was correct, we will compare your FAFSA with the information on this verification document and any other required documents. If there are differences, your FAFSA information may need to be corrected. You and the parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents within fifteen days. Additional information may be required. For more information about verification, contact the Enrollment Services Office at [FA@sheltonstate.edu](mailto:FA@sheltonstate.edu).

**A. Student Information**

Student Name (Last Name, First Name, M.I.)	myShelton Username/SSN	Date of Birth	
Street Address	City	State	Zip
Email	Home Phone Number	Cell Phone Number	

**B. Students are considered dependent if they meet the following criteria.**

- Born after January 1, 1995

If you believe you should be considered an independent student, please review the FAFSA dependency criteria at <https://studentaid.ed.gov/sa/fafsa/filling-out/dependency>.

**C. Household Members and Number in College – List below the people in your household.**

- Include yourself and your parent(s), including a step-parent, even if you do not live with them. You must include your step-parent if your custodial parent is remarried as well as parents who live together regardless of marital status or gender.
- Include your parents' other children if your parents will provide more than half of their support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019-20. Include children who meet either of these standards even if they do not live with your parents.
- Include other people ONLY IF they presently live with your parents AND your parents will continue to provide more than half of their support from July 1, 2019, through June 30, 2020. We may request legal/court documentation to support these additional members of the household.

Full Name	Age	Relationship to Student	College Attending
		Self (Student)	Shelton State Community College

**Note:** Include the name of the college for any household member, excluding your parent(s) if you are a dependent student, who will be enrolled at least half-time in a degree, diploma, or certificate program at a postsecondary educational institution anytime between July 1, 2019, and June 30, 2020. If more space is needed, attach a separate page with your name and myShelton username at the top.

**D. Important: If you filed an amended 2017 IRS tax return, go to section F. If you are a victim of identity theft, go to section F.**

Student Name: \_\_\_\_\_ myShelton Username: \_\_\_\_\_

**E. Student/Parent Tax Forms and Income Information To Be Verified**

The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of the FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov). In most cases, no further information is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if the information was not changed by the FAFSA filer. Check the box below that applies.

Student	Parent(s)	Please check the boxes that apply.
<input type="checkbox"/>	<input type="checkbox"/>	This person <u>used</u> the IRS DRT in FAFSA on the Web to transfer 2017 IRS income tax return information into the student's FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	This person <u>has not yet used</u> the IRS DRT in FAFSA on the Web, but this person will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA and re-submit the FAFSA.
<input type="checkbox"/>	<input type="checkbox"/>	This person is <u>unable or chooses not to use</u> the IRS DRT in FAFSA on the Web, but this person will provide the College with a 2017 IRS Tax Transcript(s). (See instructions on our website to obtain a tax transcript under "Financial Aid Forms.")
<input type="checkbox"/>	<input type="checkbox"/>	This person is <u>not</u> filing 2017 income taxes, and this person is <u>not</u> required to file a 2017 U.S. Federal Tax Return. <b>Complete section E.</b>

**F. Student/ Parent Nontax Filer Information for 2017**

All parents and independent students/spouses who are nontax filers and selected for verification by the Department of Education are required to provide verification from the IRS. To obtain this documentation, you will need to go to [www.irs.gov](http://www.irs.gov). Print and complete the Form 4506. Mark #7 Verification of Nonfiling. For #9, the year or period requested should be 12/31/2017. Sign and date the form, and then mail or fax to the information on page 2 of Form 4506-T. An information sheet with step-by-step instructions is located on the College's website under "Financial Aid Forms."

Student	Parent(s)	Please check the boxes that apply.		
<input type="checkbox"/>	<input type="checkbox"/>	This person was not employed and did not have income earned from work in 2017. Follow the instructions for the 4506-T provided above.		
<input type="checkbox"/>	<input type="checkbox"/>	This person was employed during 2017, but this person was not required to file taxes. <ul style="list-style-type: none"> <li>List below the names of all employers and the amount earned from each employer.</li> <li>Attach the IRS W-2.</li> <li>Attach copies of all 2017 W-2 forms issued to you (and your spouse, if married) by employers.</li> <li>List every employer even if the employer did not issue an IRS W-2 form.</li> <li>If more space is needed, attach a separate page with your name and myShelton username at the top.</li> <li>Follow the instructions for the 4506-T provided above.</li> </ul>		
Student	Parent(s)	Employer's Name	Annual Amount Earned in 2017	IRS Documentation of Non-filer
<input type="checkbox"/>	<input type="checkbox"/>		\$	
<input type="checkbox"/>	<input type="checkbox"/>		\$	
<input type="checkbox"/>	<input type="checkbox"/>		\$	
<b>Total Amount of Income Earned from Work</b>			\$	

**F. Student/Parent Untaxed Income Information for 2017**

Student	Parent(s)	2017 Untaxed Income
\$	\$	Untaxed Portions of Individual Retirement Account (IRA) Distributions
\$	\$	IRA Deductions and Payments
\$	\$	Tax Exempt Interest Income
\$	\$	Education Credits (American Opportunity, Hope or Lifetime Learning Tax Credits) from IRS Form 1040 (lines 68 and 50)
\$	\$	In Kind Support

Student Name: \_\_\_\_\_ myShelton Username: \_\_\_\_\_

- F. **Instructions for Amended Tax Return Filers** - Tax filers who have amended their 2017 tax return can use the IRS DRT to load their tax information into the FAFSA, but they will still need to provide the Shelton State Community College's Enrollment Services Office with a signed copy of the 2017 1040X filed with the IRS.
- G. **Instructions for Victims of IRS Identity Theft** - If you are unable to obtain an IRS Tax Return Transcript due to identity theft, please call 1.800.908.4490. You will be able to obtain an alternative document (TRDBV) acceptable for verification. We will also require a signed statement by the tax filer verifying the IRS-related identity theft and proof that the IRS has been notified.
- H. **Certification and Signatures** - Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If dependent, the student and one parent must sign and date this worksheet.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**WARNING: If you purposely provide false information on this worksheet, you may be fined, sentenced to jail, or both. You may also be subject to disciplinary action by the College.**

**IMPORTANT: Once we receive your completed documentation, please allow ten (10) business days for verification/corrections to be processed and indicated on your myShelton account.**

**Do not mail this worksheet to the U.S. Department of Education.**

**This form and other required documents should be mailed or delivered to the address listed below.**

**SSCC Enrollment Services Office  
9500 Old Greensboro Road  
Tuscaloosa, Alabama 35405**

**Make a copy of this worksheet for your records.**

The Free Application for Federal Student Aid (FAFSA) is the only form a student is required to complete to be considered for student assistance from any of the Title IV/Higher Education Acts (HEA) programs. No additional application or other request for information can be required by an institution in support of the student's request for Title IV/HEA program assistance, except for information needed to ensure the student's eligibility for such assistance (e.g., information needed to complete verification or to demonstrate compliance with the student eligibility provisions of the HEA and the regulations).

Each institution will make reasonable accommodations for qualified disabled applicants or employees.

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. Important information about the educational debt, earnings, and completion rates of students attending programs can be found at [sheltonstate.edu/gainfulemployment](http://sheltonstate.edu/gainfulemployment).