

**Student:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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**2018-2019 STANDARD VERIFICATION Dependent Students -V1**

Your 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 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, your FAFSA information may need to be corrected. You must 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.

**Section 1 Student Income Information**

**Instructions:** Complete this section if the student 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 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 student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has 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 student is unable or chooses 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 student did not file and was 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](http://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.

Submit this document to your campus Financial Aid Office using the [secure upload](#) link, in person, by mail: 600 S. Clyde Morris Blvd, Daytona Beach, FL 32114, or via fax: 386-226-6307. Be sure to include your Student ID on all documents.

