CHOWAN UNIVERSITY

Understanding the Verification Process

What is verification?

Verification is process in which the Financial Aid Office will review your household data, and income to ensure that your FAFSA is accurate. Approximately 30% of all FAFSA's completed are selected for verification.

What do I need to turn in?

Please refer to your cover letter to determine what forms to submit.

In most instances, the Financial Aid Office will request copies of the following forms:

- The enclosed Verification Worksheet
- 2018 Federal Tax Return for the Parents (signed)
    - Note – in cases where the parents did not file a tax return, a Non Filing Form must be submitted.
- 2018 W-2's for the Parents
- 2018 Federal Tax Return for the Student (signed) if applicable. Spousal information may be requested for married students.
- 2018 W-2's for the Student (regardless of filing status)

How can I get a copy of my tax return and/or W-2's?

- If you filed a tax return, it is possible to link your tax data to the FAFSA using the IRS Data Retrieval Tool. This is the preferred method. **OR**
- You can log in to your tax software such as Turbo Tax, Tax Act, etc. to retrieve a copy. **OR**
- Contact your tax professional, account, H & R Block, Jackson Hewitt, etc. for a copy. **OR**
- Complete the **4506-T Request form** on the reverse side of this page. We provide one copy, please make copies if necessary. You may choose the box 6a for the tax return, and/or number 8 for the W-2's. All forms will be sent to Chowan's Financial Aid Office. Each person (mom, dad, and/or student) may need to complete a separate form as needed.

How do I turn in my documents?

All documents can be uploaded securely through the student's financial aid portal (NetPartner). Students create an account using their Chowan Student ID Number (found on their letter). Create an account today at **netpartner.chowan.edu**.
You can send pictures, word, and pdf documents through NetPartner.

Uploading Instructions:

- Log in at **netpartner.chowan.edu**
- Click Menu from the top left
- Choose View Your Documents
- Find the corresponding documents, and click the Upload it Now! Link
- Find the files on your phone, computer, or tablet, and upload

As an alternative, you can also fax documents to us at 252-398-6513. Please remove all Personally Identifiable Information such as social security numbers, and date of birth prior to sending. **Please return all forms as quickly as possible, preferably within 14 days.**

What happens next?

Once all documents are submitted, the Financial Aid Office will review the forms. If the FAFSA needs to be corrected, the office will make corrections on your behalf. After all final corrections are made, the student should not make any other changes to the FAFSA for household or tax data. It is okay to change the schools, address, phone, etc.

Corrections to the FAFSA normally take about 5-7 days. Once the correction is processed, the Financial Aid Office will review the students file to prepare an award package.

What if I have questions or need help?

Students and parents can call the Financial Aid Office at 252-398-6535 for assistance.
The office can also be reached by email at finaid@chowan.edu.

Form **4506-T** (March 2019)

Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▸ **Do not sign this form unless all applicable lines have been completed.**

▸ **Request may be rejected if the form is incomplete or illegible.**

▸ **For more information about Form 4506-T, visit *www.irs.gov/form4506t*.**

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return.** There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number or individual taxpayer identification number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

5b Customer file number (if applicable) (see instructions)

Chowan University, Fin Aid Office, One University Pl, Murfreesboro, NC 27855 ph-252-398-6535 user: ruthi1984

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5a, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▸ 1040

a **Return Transcript,** which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . . . ☐

b **Account Transcript,** which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . ☐

c **Record of Account,** which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . . . ☐

7 **Verification of Nonfiling,** which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . ☐

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . ☐

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

12/31/2018	/ /	/ /	/ /

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

☑ **Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.** See instructions.

Phone number of taxpayer on line 1a or 2a

Sign Here

▶ **Signature** (see instructions) Date

▶ **Title** (if line 1a above is a corporation, partnership, estate, or trust)

▶ **Spouse's signature** Date

2020-2021 Verification V1 Worksheet

Please complete the requested information below. If you have any questions, please call our office at 252-398-6535.

A. Student Information

Name:	SSN: XXX-XX-__________
Date of Birth:	Phone #:

B. Dependency Status Information:

Are you, the student, married? If yes, complete the section below. If no, skip to step C.

Spouse Full Name	Age	Relationship to Student	College/University in 20-21
		spouse	

C. Parental Information – if the student is not married, complete the information here.

Full Name	Age	Relationship to Student	Marital Status
			☐ Single – Never Married ☐ Married – Date _____________ ☐ Divorced – Date _____________ ☐ Separated – Date _____________ ☐ Remarried – Date _____________ ☐ Living together, but not married

D. Household Information:

If more space is needed, continue this table on a separate page with the student's name and last four of the SSN at the top.

Dependent students are required to list the people in your parents' household, excluding foster children. Include:

1. any siblings residing in the home, and
2. anyone else residing in the home, if your parent will provide more than half of their support from 7/1/19 through 6/30/20.

Independent students are not required to provide parental information. List the people in your household, excluding foster children. Include:

1. your children which you provide more than half of their support, and
2. other people, if you will provide more than half of their support from 7/1/19 through 6/30/20.

Full Name	Age	Relationship to Student	College/University in 20-21

E. Tax Forms:

Student Information

Check One	Tax Filing Status	Required Documents
	I filed a 2018 Federal Tax Return	Signed Copy of your signed 2018 Federal Tax Return OR use the IRS Data Retrieval Tool and Provide your 2018 W-2's
	I worked, but did not file a 2018 Federal Tax Return	Complete Step F & Provide all W-2's **Independent Students** – complete the form 4506 and check box 6a
	I did not work or have income	**Dependent Students** – no information needed **Independent Students** – complete the form 4506 and check box 6a.
	If you are married, and your spouse did not file a tax return	Complete Step F, and Spouse completes the form 4506 and check box 6a.

Parent Information

Check One	Tax Filing Status	Required Documents
	I/We filed a 2018 Federal Tax Return	Signed Copy of your signed 2018 Federal Tax Return (or use the IRS Data Retrieval Tool) and your 2018 W-2's
	I/we worked, but did not file a 2018 Federal Tax Return	Complete Step F & Provide all W-2's **Independent Students** – complete the form 4506 and check box 6a
	I/we did not work or have income	**Dependent Students** – no info needed **Independent Students** – complete the form 4506 and check box 6a.
	If you are married, and your spouse did not file a tax return	Complete Step F, and Spouse completes the form 4506 and check box 6a.

Return to: Chowan University - Financial Aid Office – One University Place – Murfreesboro, NC 27855
Phone: 252-398-6535 – Fax: 252-398-6513 – Email: finaid@chowan.edu

Student Name: ____ SSN: xxx-xx- ____________

F. Income Table:
You are required to attach copies of all 2018 IRS W-2 forms issued to the student, spouse (for independent students) and parent (for dependent students) if not filing a federal tax return. List every employer even if they did not issue an IRS W-2 form.

Use the additional spaces provided if you had more than one job.	Employer's Name – attach additional pages if needed (include student name and ID)	2018 Amount Earned	Was a W-2 Issued?
You (student)			
You (student)			
You (student)			
Spouse (of Student)			
Spouse (of Student)			
Parent # 1 (if listed in Section C)			
Parent # 1 (if listed in Section C)			
Parent # 2 (if listed in Section C)			
Parent # 2 (if listed in Section C)			

G. Assets
Below, provide the assets as of **today's** date for each applicable column.

Person	**Cash, Savings and Checking** *Do not include financial aid*	**Net Investments, including real estate –** (Real estate, stocks, bonds, CDs, etc.) *Do not include the home in which your parents live, retirement plans 401-K plans, pension funds, annuities*	**Net Business Worth or investment farms** *Do not include a family farm or business with less than 100 or fewer full time employees*
You (student)			
Spouse (if applicable)			
Parent # 1 (if dependent & listed in Section C)			
Parent # 2 (if dependent & listed in Section C)			

H. Untaxed Income

Provide any additional untaxed income. **Please list the amount received for 2018. List '0' if necessary.**	**Student/Spouse**	**Parent(s)**
Payments to tax deferred pension and savings plans (paid directly or withheld from earnings.)	$	$
Child support received for all children. Do not include foster or adoption payments.	$	$
Child support paid for all children.	$	$
Housing, food and other living allowances paid to members of the clergy or others.	$	$
Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity. Compensation (DI) and/or VA Educational Work-Study Allowances.	$	$
Other untaxed income such as worker's comp, disability, untaxed portions of health savings accounts from IRS 1040 Schedule 1 – Line 25, etc. **Do Not List Social Security Benefits.**	$	$
Other – please list ____	$	$

In special cases of challenging economic times - layoffs and wage/hour reductions, income loss for student and/or parent, costly out of pocket medical situations, etc., the office may be able to process a Reconsideration of Financial Status. Please send an email to **finaid@chowan.edu**.

I. Certification - P*lease return this information within the next 14 days.*
By signing this worksheet, I (we) certify that all information reported is complete and correct. Failure to complete verification will render the student ineligible for need-based aid, including loans, for that academic year.

Student Signature: ____ Date: ___________________

Parent Signature: ____ Date: ___________________

For your security, we request that you do not send any Personally Identifiable Information (PII) via email or attachments. This may include social security numbers, dates of birth, and other information.

Priority Dates	
Returning Students	**New Students**
February 28, 2020	April 20, 2020

Choose Affordability. Choose Faith in Your Future.

Return to: Chowan University - Financial Aid Office – One University Place – Murfreesboro, NC 27855
Phone: 252-398-6535 – Fax: 252-398-6513 – Email: finaid@chowan.edu