

## 2018-2019 CONFIRMATION OF CONTINUED HOMELESS STATUS

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Campus ID Number

This form is intended to verify your independent status as reported on the 2018-2019 Free Application for Federal Student Aid (FAFSA).

You were previously declared independent by the Office of Scholarships and Financial Aid (OSFA) due to documentation of your homeless status. Please review the statement below, and if accurate; sign, date, and return this form along with the completed 2018-2019 Student Income Verification form to the OSFA. Upon receipt of your signed statement and completed 2018-2019 Student Income Verification, the OSFA will approve your 2018-2019 independent status by the use of professional judgment.

When completing the FAFSA in future years, you will not be able to answer "YES" to questions 56, 57, or 58. You should complete the FAFSA indicating that you are unable to provide parental information. Your FAFSA will be retained by the Central Processing Service (CPS) and forwarded to the OSFA for review. You will be required to affirm your homeless status each year.

### Certification and Signature



**SIGNATURE REQUIRED:**

I affirm that my homeless status remains unchanged.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# 2018-2019 Income Verification Independent Student

# VINI 19

OFFICE OF SCHOLARSHIPS AND FINANCIAL AID  
STUDENT SERVICE COURT, MOUNT PLEASANT, MI 48859  
PHONE: (989) 774-3674; TOLL FREE: 1-888-392-0007  
FAX: (989) 774-3634; WEBSITE: WWW.FINANCIALAID.CMICH.EDU

**Why have you received this form?** The Federal processor has selected your Free Application for Federal Student Aid (FAFSA) for a process called "Verification." **When should this form be submitted?** Failure to complete and submit this form with all required documentation to the Office of Scholarships and Financial Aid **within 21 business days** may result in the cancellation of your federal financial aid.

## Student Information

Student Name (please print)

Spouse's Name if applicable (please print)

Campus ID Number

## Student or Student and Spouse's Income Information

Please check the box next to your and your spouse's (if applicable) 2016 appropriate Federal Tax Filing Status.

- I (we) **did not** earn income from work in 2016 and did not file a 2016 Federal Tax Return and was not required to file a 2016 Federal Tax Return.
  - ATTACH** a copy of your and/or your spouse's 2016 IRS Verification of Non-filing Letter dated on or after October 1, 2017. For information on how to obtain a 2016 IRS Verification of Non-filing Letter please see the "Tax Documentation Important Information" form.
- I (we) **earned** income from work in 2016 but did not file and was not required to file a 2016 Federal Tax Return.
  - ATTACH** copies of **all** 2016 W-2 Form(s). If you do not have a copy of your 2016 W-2 Form(s), please submit a copy of your 2016 IRS Wage and Income Transcript. For information on how to obtain a 2016 IRS Wage and Income Transcript please see the "Tax Documentation Important Information" form.
  - ATTACH** a copy of your and/or your spouse's 2016 IRS Verification of Non-filing Letter dated on or after October 1, 2017. For information on how to obtain a 2016 IRS Verification of Non-filing Letter please see the "Tax Documentation Important Information" form.
  - LIST BELOW** every employer you and your spouse (if applicable) earned income from work in 2016.

Name of Student or Spouse	Name of Employer	Dollar Amount Earned in 2016	Documentation Attached
			<input type="checkbox"/> 2016 W-2 Form <input type="checkbox"/> 2016 IRS Wage and Income Transcript
			<input type="checkbox"/> 2016 W-2 Form <input type="checkbox"/> 2016 IRS Wage and Income Transcript
			<input type="checkbox"/> 2016 W-2 Form <input type="checkbox"/> 2016 IRS Wage and Income Transcript
			<input type="checkbox"/> 2016 W-2 Form <input type="checkbox"/> 2016 IRS Wage and Income Transcript

- I (we) **used the IRS Data Retrieval Tool (IRS DRT) on the FAFSA** to transfer 2016 Federal Tax Return information into the FAFSA and made no changes to the information before submitting.
- I (we) **filed a 2016 Federal Tax Return** and was unable or chose not to use the IRS DRT on my FAFSA.
  - ATTACH** a complete copy of your and your spouse's, if you are married and filed separately, 2016 IRS Tax Return Transcript. For information on how to obtain a 2016 IRS Tax Return Transcript please see the "Tax Documentation Important Information" form.

## Certification and Signature

 **SIGNATURE REQUIRED:** I certify that the information I have provided on this form and on all documents is true and complete to the best of my knowledge. I understand that based on the documentation provided changes in my FAFSA financial information may occur and may result in a change in financial aid eligibility.

Student Signature

Date

## 2018-2019 Tax Documentation Important Information

- **I have a copy of my 2016 Federal Tax Return. Will that work?** No, the U.S. Department of Education modified the required documents for verification for the 2018-2019 academic year. You must submit a copy of your 2016 IRS Tax Return Transcript. You may obtain a 2016 IRS Tax Return Transcript through:
  - **Online Request:** Go to [www.irs.gov](http://www.irs.gov). Click “Get My Tax Record” from the IRS homepage. Make sure to request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax Account Transcript.”
  - **Telephone Request:** 1-800-908-9946. Make sure to request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax Account Transcript.”
  - **Paper Request Form:** [IRS Form 4506-T](#). Make sure to request the **“IRS Tax Return Transcript”** and **NOT** the “IRS Tax Account Transcript.” By entering your tax form number on line 6 and then checking box 6a. Then enter the year or period requested on line 9. For your 2016 IRS Tax Return Transcript you will want to enter 12/31/2016. Then you must sign at the bottom of the IRS Form 4506-T and mail or fax it to the IRS. The IRS does not allow Form 4506-T to be submitted electronically.
- **What if I Amended my 2016 Federal Tax Return?** If you amended your return, you must submit a copy of **both** your 2016 IRS Tax Return Transcript and a **SIGNED** copy of your 2016 Amended Federal Tax Return (1040X).
- **What is a 2016 IRS Verification of Non-filing Letter?** A 2016 IRS Verification of Non-filing Letter provides proof that the IRS has no record of a filed Form 1040, 1040A, or 1040EZ for the 2016 tax year. You may obtain a 2016 IRS Verification of Non-filing Letter through:
  - **Online Request:** Go to [www.irs.gov](http://www.irs.gov). Click “Get My Tax Record” from the IRS homepage. Make sure to request the **“IRS Verification of Non-filing Letter.”**
  - **Paper Request Form:** [IRS Form 4506-T](#). By completing and checking box 7 for the **“IRS Verification of Non-filing Letter”** on the IRS Form 4506-T, Request for Transcript of Tax Return. For your 2016 Verification of Non-filing Letter you will want to enter 12/31/2016 on line 9. Then you must sign at the bottom of the IRS Form 4506-T and mail or fax it to the IRS. The IRS does not allow Form 4506-T to be submitted electronically.

### Dependent Students Only:

- **Who are my “FAFSA parent(s)”?** FAFSA asks that you report the parent you lived with the most in the 12 months prior to the day you filed your FAFSA. You would also include this parent’s current spouse and then follow instructions on the “Household Size and Number in College” form for who should also be included in the household.
- **Why are you asking for my stepparent information?** If your FAFSA parent is remarried as of the time the FAFSA is completed, you must include income information for your stepparent.
- **My parent was not required to file a tax return due to having no income, or only untaxed income. What do I send?** Complete the appropriate box “I did not earn income from work in 2016” or “I earned income from work in 2016 but did not file and were not required to file a 2016 IRS Federal Tax Return” on the form and submit your parent(s)’ 2016 W-2 forms or proof of means of support. Means of support refers to evidence of how that person was able to maintain his/her household and family members. Example: Parent received Untaxed Social Security or made less than the IRS Income Guidelines shown on Page 5 of the 2016 IRS 1040 Instruction Booklet found here: <https://www.irs.gov/pub/irs-pdf/p17.pdf>.
- **My parent was told he/she could wait until a future year to file. He/she only files every 3 years.** In order for you to receive federal financial aid, we must receive a copy of your household parent(s) Federal Tax Return(s) even if they have been instructed by a tax preparer that they may wait to file.

### W-2 Forms:

- W-2 forms are not an income tax return. W-2 forms are documents you receive from your employer reporting your income earned from working in 2016.
- If W-2 forms are requested, they must be legible.
- **What if I do not have my 2016 W-2 form(s)?** If you do not have your 2016 W-2 form(s) you may submit a 2016 IRS Wage and Income Transcript. You may obtain a 2016 IRS Wage and Income Transcript through:
  - **Online Request:** Go to [www.irs.gov](http://www.irs.gov). Click “Get My Tax Record” from the IRS homepage. Make sure to request the **“IRS Wage and Income Transcript.”**
  - **Paper Request Form:** [IRS Form 4506-T](#). By completing and checking box 8 for the **“IRS Wage and Income Transcript”** on the IRS Form 4506-T, Request for Transcript of Tax Return. For your 2016 IRS Wage and Income Transcript you will want to enter 12/31/2016 on line 9. Then you must sign at the bottom of the IRS Form 4506-T and mail or fax it to the IRS. The IRS does not allow Form 4506-T to be submitted electronically.

### Important Tips:

- On future FAFSA applications, it is highly recommended that you use the (optional) IRS Data Retrieval Tool (IRS DRT) which uploads your completed Federal Tax Return directly to the IRS. This will help us (and you) in streamlining the verification process and will, in most cases, eliminate the need to submit tax documents.
- Make a copy of your 2016 tax documents. Do not send us your only copy.
- Always put the student name and 6 digit CMU ID number legibly in the upper right corner of all documents.