

2020-2021 Institutional Verification – INDEPENDENT

Name: _____	
Date of Birth: _____	MSU Denver ID#: _____
E-mail: _____	Phone Number: _____
I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.	
Signature: _____	Date: _____

Your application was selected by **The Department of Education** for review in a process called **VERIFICATION**. In this process, we are required by federal regulation to verify information from your 2020-2021 FAFSA application before you can receive any federal or state aid.

FORM REQUIREMENTS:

- Student and parent **MUST** provide **handwritten signatures**. We cannot accept electronic signatures.
- Only **complete documentation** will be accepted. Label each document with your **name** and **900#**.
- When submitting required documentation for tax filers, the preferred methods are: the **IRS Data Retrieval Tool (DRT) within the FAFSA online** or the **IRS Tax Return Transcript**.
- If the IRS DRT is not used and the Tax Return Transcript cannot be obtained from the IRS, a **SIGNED** copy of the 1040 Tax Return with Applicable Schedules may be accepted.

I. MARITAL STATUS: Check the gray box next to your CURRENT marital status.

<input type="checkbox"/>	SINGLE
<input type="checkbox"/>	MARRIED / REMARRIED
→ If you have gotten married since filing your 2018 taxes, you are REQUIRED provide your spouse's 2018 tax information in addition to your own. FAFSA requires your spouse's income even if you were NOT married in 2018.	
<input type="checkbox"/>	DIVORCED / SEPARATED / WIDOWED
→ If you have gotten divorced or separated since filing your 2018 taxes, you are REQUIRED to provide your 2018 W-2(s) in addition to your 2018 tax return transcript. Your W-2(s) will be used to account for your income ONLY .	

II. INCOME VERIFICATION: Check the gray box next to **STUDENT** beneath the **ONE** statement that most accurately describes your 2018 income tax information. Attach all **REQUIRED** documentation specified beneath the applicable statement. If married, you will complete this step for your **SPOUSE** as well.

A. I did <u>NOT</u> work or file taxes in 2018.	
<input type="checkbox"/> STUDENT	<input type="checkbox"/> SPOUSE (if currently married)

(REQUIRED documentation for section A. listed at the top of page 2)

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REQUIRED: You and/or your spouse **MUST** submit a **Verification of Non-Filing Letter from the IRS**. In cases in which the letter of non-filing **CANNOT** be obtained from the IRS, a **SIGNED** personal statement of non-filing may be accepted.* Check the box that applies.

- I have attached the **IRS VERIFICATION OF NON-FILING LETTER**.
 I have attached a **SIGNED personal statement of non-filing**,* because I was unable to obtain a letter from the IRS.

*A **SIGNED** personal statement **MUST** indicate that you did **NOT** work and did **NOT** file taxes in 2018. It **MUST** also state that you attempted to order the verification of non-filing letter from the IRS, but the request was unsuccessful.

B. I earned income in 2018 but was NOT required to file a 2018 tax return.

STUDENT	SPOUSE (if currently married)
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REQUIRED: You and/or your spouse **MUST** attach all **2018 W-2s** and **Verification of Non-Filing Letters from the IRS**. You and/or your spouse **MUST** also list the names of all employers and the amount earned from each employer in 2018. Check the box that applies.

- I have attached the **IRS VERIFICATION OF NON-FILING LETTER** with **ALL 2018 W-2s**.
 I have attached a **SIGNED personal statement of non-filing*** with **ALL 2018 W-2s**.

STUDENT

Employer: _____ 2018 Wages: \$ _____ W-2 attached

Employer: _____ 2018 Wages: \$ _____ W-2 attached

SPOUSE (if currently married)

Employer: _____ 2018 Wages: \$ _____ W-2 attached

Employer: _____ 2018 Wages: \$ _____ W-2 attached

*A **SIGNED** personal statement **MUST** indicate that you and/or your spouse did **NOT** earn enough income in 2018 to be required to file taxes. It **MUST** also state that you and/or your spouse attempted to order the verification of non-filing letter from the IRS, but the request was unsuccessful.

C. I filed a 2018 Tax Return.

STUDENT	SPOUSE (if currently married)
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REQUIRED: You **MUST** attach proof that you and/or your spouse filed a 2018 tax return by providing **ONLY 1** of the 3 options below. Check the box that applies.

- I utilized the **IRS DATA RETRIEVAL TOOL** to transfer my 2018 income information from the IRS directly to my 2020-2021 FAFSA online.
 I attached my **2018 IRS TAX RETURN TRANSCRIPT**.*
 I attached a **SIGNED copy of my 2018 TAX RETURN with APPLICABLE SCHEDULES**.

*To request **IRS Tax Return Transcript**, visit www.irs.gov → Get Tax Record → Get Transcript Online OR call 1-800-908-9946.

D. I filed a 2018 1040X Amended Tax Return to make changes to my initial 2018 tax return.

STUDENT	SPOUSE (if currently married)
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(REQUIRED documentation for section D. listed at the top of page 3)

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REQUIRED: You **MUST** attach proof of your original 2018 tax return AND your 2018 1040X AMENDED tax return. Check the box that applies.

- I attached **my 2018 IRS RECORD OF ACCOUNT TRANSCRIPT**, which includes information from the original tax return and the amended tax return.*
- I attached a **SIGNED copy of my 2018 TAX RETURN with APPLICABLE SCHEDULES AND a SIGNED copy of my AMENDED TAX RETURN (1040X)**.

*To request **IRS Record of Account**, visit www.irs.gov → Get Tax Record → Get Transcript Online OR call 1-800-908-9946.

III. UNTAXED INCOME: Check the gray box next to the applicable answer (NO or YES). If **YES**, you **MUST** attach **REQUIRED** documentation.

Did you or your spouse file an IRA and/or pensions and annuities as ROLLOVER on your tax return?

<input type="checkbox"/> NO	<input type="checkbox"/> YES (see REQUIRED below)
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REQUIRED: You and/or your spouse **MUST** submit a copy of the **2018 TAX RETURN** with **APPLICABLE SCHEDULES**, which will notate **ROLLOVER** next to the applicable untaxed amount.

IV. HOUSEHOLD VERIFICATION: To determine household size, include the applicable individuals

YOURSELF

YOUR CHILDREN – UNDER THE AGE OF 24

→ If a child will receive **more than 50% of their support** from you and/or your spouse from July 1, 2020 through June 30, 2021, list them in the household – even if the child does not live with you.

YOUR SPOUSE – IF MARRIED

Name of household member	Relationship to student	Age	Enrolled in college at least ½ time	If enrolled, list the name and address of college.
<i>(Example): John Doe</i>	<i>Self</i>	<i>29</i>	<i>Yes</i>	<i>MSU Denver</i>
1.				
2.				
3.				
4.				
5.				
6.				

If you need to list additional household members, provide a separate page with name and 900# listed at the top.