

Student Financial Services • 101 Community College Way • Johnstown, PA 15904
Phone (814) 262-6454 • Fax (814) 269-9740 • sfs@pennhighlands.edu

The U. S. Department of Education randomly selects FAFSA applications for a review process called verification. The school reserves the right to also select FAFSA applications for verification. Verification is a review process and requires additional documentation to be submitted BEFORE your eligibility can be determined. Your FAFSA application has been selected for review.

Instructions:

- Please complete all sections of this worksheet.
- Collect all of the requested information for you and your spouse (if you are married) or for your parent(s) if you are a dependent student.
- Submit this completed form along with ALL required documents to Pennsylvania Highlands Community College via postal mail, fax or email. See above for details.

A. Student Information

Student's Name: _____ Student ID Number: _____

Student's Home Phone Number: _____ Student's Cell Phone Number _____

Penn Highlands Email Address: _____ Last 4 digits of SSN: xxx-xx-_____

How many people are in your parent(s) household or your household (if independent) between July 1, 2020 and June 30, 2021? _____

How many people will be in college between July 1, 2020 and June 30, 2021? _____

B. Household: List yourself first.

<ul style="list-style-type: none"> • DEPENDENT STUDENTS 	<ul style="list-style-type: none"> • INDEPENDENT STUDENTS
<ul style="list-style-type: none"> • Your parents, even if you do not live with them. Parents are your biological or adoptive parents; Include both of your parents if they live together, regardless of marital status or gender. If your parents are divorced or separated include the parents information that provides more than half of your support. If that parent is remarried you must include the stepparents information • Parents other children if the parent will provide more than half of their support from July 1, 2019 through June 30, 2021 • Other people, if they now live with the parents and the parents provide more that half of their support through June 30, 2021 . 	<ul style="list-style-type: none"> • Your spouse (if married, and not separated) • Your children (or spouse's children), if you (or spouse) will provide more than half of the children's support from July 1, 2020 through June 30,2021. • Other people, if they now live with you AND you or your spouse provides more than half their support, and will continue to provide more than half of their support through June 30, 2021.

Full Name	Age	Relation to Student	College/University attending 2020-21 (degree seeking, attending at least half-time)
		<i>Self</i>	<i>Pennsylvania Highlands Community College</i>

Check here and attach a separate sheet if additional space is needed. Make sure to include the student's name and student ID number.

FEDERAL BENEFITS: In 2018, did you or anyone in your household receive Federal SNAP Benefits? Yes or No

C. Tax and Income Information

READ THE STATEMENTS BELOW AND CHECK ONE of the BOXES A – E, THAT BEST FITS YOUR SITUATION. Answer for both student and spouse or parent(s) (if dependent)				Student	Parent/Spouse
A. I did not work and I have no earned income from working in 2018. Confirmation of Nonfiling Required for independent student/spouse and dependent parent(s). (see below for more details)					
B. I worked in 2018, but I was not required to file a 2018 Federal Income Tax return with the IRS. Confirmation of Nonfiling is Required for independent student/spouse and dependent parent(s). (see below for more details). In addition, you MUST attach copies of all 2018 W2 forms and/or 1099 forms AND complete the section below.					
Non-filer's Name	Employer - List even if employer did not provide W2	2018 Earnings	W2's/1099's included?		
C. I used the IRS Data Retrieval tool to transfer my 2018 IRS Tax information to the FAFSA.					
D. I did NOT use the IRS Data Retrieval Tool to transfer my 2018 IRS Tax information to the FAFSA. I will attach the 2018 IRS Tax Return transcript(s) or a signed copy of the 2018 income tax return and applicable schedules.					
E. I made changes to the transferred data after using the IRS Data Retrieval on my FAFSA. I will attach the 2018 IRS Tax Return transcript(s) or a signed copy of the 2018 income tax return and applicable schedules.					

A 2018 **Confirmation of Nonfiling** may be obtained through the following methods.

- Online Request: IRS.gov; Get My Tax Record; Get Transcript On-line.
- Paper Request Form: IRS Form 4506-T
- If you are unable to obtain verification of nonfiling from the IRS or other tax authorities, dated on or after October 1, 2019, that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority, you may indicate here your attempt to collect.

By checking this box, you are certifying that an attempt was made to obtain Confirmation of Nonfiling from the IRS or other tax authorities and you were unable to obtain the required documentation.

_____ Check here if confirmation of nonfiling from IRS or a signed statement is provided.

_____ Check here if confirmation of nonfiling from IRS or a signed statement will be provided later.

A 2018 **IRS Tax Return Transcript** may be obtained through the following methods.

- Online request: IRS.gov; Get My Tax Record; Get Transcript On-line or Get Transcript By Mail.
- Telephone Request: 1-800-908-9946 and follow the prompts. Request an IRS Tax Return Transcript (*not* the Tax Account Transcript)
- Paper Request Form: IRS Form 4506T-EZ or IRS Form 4506-T

Amended Tax Returns: If you or your parent(s)/spouse filed an amended 2018 IRS income tax return, submit a signed copy in addition to other documents requested.

Tax Extensions: If you or your parent filed a tax extension for 2018 and have not yet filed, please contact our office for next steps.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

D. Certifications and Signatures:

Each person signing below certifies that all information reported is complete and correct.

Dependent Student – both student and one parent must sign and date this form.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____