

Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Department of Education for review in a process called verification. In this process, Point Park University will be comparing information from your FAFSA with your 2016 Federal Tax Return or IRS Data Retrieval Tool on the FAFSA along with the information from this document. Under the Federal Student Aid Program requirements, we have the right to ask you for this information before finalizing your Federal aid. **If you leave any step blank (unanswered), this form will be returned to you for completion. An incomplete verification worksheet will result in a delay in finalizing your financial aid.**

STEP 1 – STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Date of Birth</i>	
<i>Email address</i>	<i>Student ID</i>	<i>Home Phone #</i>	<i>Cell Phone #</i>
<i>Home Address (include apt. #)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

STEP 2 – FAMILY INFORMATION

List the people in your household:

- Yourself, your parent(s)/stepparent(s) if dependent; your spouse if independent
- Other dependent children in the household who receive more than 50% of their support from July 1, 2018 through June 30, 2019, from yourself/spouse if independent; or support from your parents if dependent
- Any other people if they live in the household and yourself/spouse if independent; or your parent(s)/stepparent(s) if dependent provide more than 50% of their financial support from July 1, 2018 through June 30, 2019

Write in the names of ALL household members. Also write in the name of the college for any family member excluding your parent(s)/stepparent(s) who will be attending college at least half-time between July 1, 2018 and June 30, 2019 and enrolled in a degree or certificate program.

Full Name	Age	Relationship	College
		<i>STUDENT (SELF)</i>	<i>POINT PARK UNIVERSITY</i>

STEP 3 – STUDENT INCOME and/or STUDENT'S SPOUSE INCOME INFORMATION

If you or your spouse were required to file a 2016 Federal Income Tax Return, check the box that applies:

- Completed the IRS Data Retrieval Tool through the IRS and FAFSA **OR**
- Attach a copy of your 2016 IRS TAX RETURN/and/or spouse's 2016 IRS TAX RETURN if filed separately. The instructions and certifications below apply to the dependent student or the independent student and/or spouse.

Student Name:

Student ID Number

If an IRS tax return was not filed by the INDEPENDENT STUDENT/and or SPOUSE, documentation must be provided from the IRS called Verification of Non-filing Status. To obtain the Verification of Non-filing Status letter, go to the IRS website at www.irs.gov/individuals/get-transcript tool, or by mailing to the IRS the IRS FORM 4506-T and checking BOX 7 for period ending 12/31/2016. (ONLY INDEPENDENT STUDENTS/AND OR SPOUSE MUST OBTAIN THE IRS VERIFICATION OF NON-FILING) Complete this section if the student and/or spouse will not file and are not required to file a 2016 income tax return with the IRS. Check all boxes that apply:

- The student and/or spouse were not employed and had no income earned from work in 2016 and did not file a Federal 2016 IRS Tax Return.
- The student and/or spouse attempted to obtain the Verification of Nonfiling letter from the IRS and was unable to obtain the required documentation; and have not filed and is not required to file a 2016 income tax return
- The student and/or spouse were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2016
<i>(Example) ABC’s Auto Body Shop</i>	Yes	\$4,500.00

STEP 4 – PARENT(S)/STEPPARENT(S) INCOME INFORMATION

If your parent(s)/stepparent(s) were required to file a 2016 Federal Income Tax Return, check the box that applies:

- My parent(s)/stepparent(s) completed the IRS Data Retrieval Tool through the IRS and FAFSA **OR**
- Attach a copy of parent(s)/stepparent(s) 2016 IRS Tax Return

****IF PARENTS ARE MARRIED AND FILED SEPARATE TAX RETURNS OR IF YOUR BIOLOGICAL PARENTS LIVE TOGETHER AND ARE UNMARRIED, A 2016 IRS TAX RETURN IS REQUIRED OF BOTH PARENTS**

The instructions and certifications below apply to each parent included in the household. If an IRS tax return was not filed, your parent(s)/stepparent(s) must provide documentation from the IRS called Verification of Non-filing Status. To obtain the Verification of Non-filing Status letter, go to the IRS website at www.irs.gov/individuals/get-transcript tool, or by mailing to the IRS the IRS FORM 4506-T and checking BOX 7 for period ending 12/31/2016. Complete this section if the parents will not file and are not required to file a 2016 income tax return with the IRS. Check all boxes that apply:

- Neither parent(s)/stepparent(s) had no income earned from work in 2016 and did not file a Federal 2016 IRS Tax Return.
- The parent(s)/stepparent(s) attempted to obtain the Verification of Nonfiling letter from the IRS and was unable to obtain the required documentation; and have not filed and is not required to file a 2016 income tax return.
- One or both parents were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2016 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student’s name and ID number at the top.

Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2016
<i>(Example) ABC’s Auto Body Shop</i>	Yes	\$4,500.00

STEP 5 - CERTIFICATION

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. If dependent, at least one parent must sign. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Date _____
Student’s Signature

Date _____
Parent’s/Stepparent’s Signature (Dependent Students Only)

RETURN TO:

MAIL: Point Park University, Office of Financial Aid, 201 Wood Street, Pittsburgh, PA 15222 or FAX: 412-392-4795