

**Muskingum University**  
**2019-2020 Verification – Independent Student**

STUDENT NAME: \_\_\_\_\_ ID: \_\_\_\_\_

**1. VERIFICATION OF HOUSEHOLD SIZE AND NUMBER IN COLLEGE**

| <b>Full Name</b><br>List the name of each person you included in your household on the FAFSA. In order for them (yourself, spouse, children, etc.) to be included, they must receive <u>at least half</u> of their financial support from you between from 07/01/2019-06/30/2020 | <b>Age</b> | <b>Relationship</b> | <b>College*</b><br>list the name of the college for each person who is or will be enrolled <u>at least half time</u> any time between 07/01/2019-06/30/2020 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                  |            | <i>Self</i>         | <i>Muskingum University</i>                                                                                                                                 |
|                                                                                                                                                                                                                                                                                  |            | <i>Spouse</i>       |                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                  |            |                     |                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                  |            |                     |                                                                                                                                                             |

**2. VERIFICATION OF 2017 INCOME INFORMATION**

Check boxes that apply:

- I (and my spouse, if applicable), earned income in 2017 and filed taxes.
  - Attach a signed copy of **2017 IRS Federal Tax Returns or Tax Transcript to this form.** (If Married and filed separate, provide signed copies of both 2017 IRS Tax Returns).
- I did not file and was not required to file a **2017** federal tax return and **received \$0 income for 2017.**
  - Attach a Verification of Non-Filing letter from the IRS. (See instructions on reverse on how to request this letter.)
- My spouse did not file and was not required to file a **2017** federal tax return and **received \$0 income for 2017.**
  - Attach a Verification of Non-Filing letter from the IRS. (See instructions on reverse on how to request this letter.)
- I did not file and was not required to file a **2017** federal tax return and **earned income for 2017.**
  - Attach a Verification of Non-Filing letter from the IRS. (See instructions on reverse on how to request this letter.)
  - Employer: \_\_\_\_\_ Amount: \_\_\_\_\_  
(Attach W2 Form)
- My spouse did not file and was not required to file a **2017** federal tax return and **earned income for 2017.**
  - Attach a Verification of Non-Filing letter from the IRS. (See instructions on reverse on how to request this letter.)
  - Employer: \_\_\_\_\_ Amount: \_\_\_\_\_  
(Attach W2 Form)

**3. By signing below, you certify that all of the information reported is complete and correct.**

\_\_\_\_\_  
 Student's Signature (electronic signatures will not be accepted)

\_\_\_\_\_  
 Date

### **Requesting Tax Transcripts**

Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

If a tax return is found, a tax transcript will be sent to your address on file with the IRS. When you receive your transcript, send it along with this form to Student Financial Services. Make sure to request a transcript for your spouse if you filed separately.

### **Requesting a Verification of Non-Filing letter**

Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."

If no return is found, a Verification of Non-Filing letter will be sent to your address on file with the IRS. When you receive your letter, send it along with this form to Student Financial Services. Make sure to request a letter for your spouse if he or she did not file taxes.

#### **Return Completed Form by mail:**

Muskingum University  
Student Financial Services  
163 Stormont St.  
New Concord, OH 43762

#### **By FAX:**

740-826-8100

#### **Questions?**

740-826-8139