



Your FAFSA was selected for review in a process called verification. Under the federal student aid program rules (34 CFR, Part 668), we are required to compare the information from your FAFSA with the information provided on this form and with any other required documents. If there are differences, your FAFSA information may need to be corrected. Please visit [mercyhurst.edu/verif](http://mercyhurst.edu/verif) for additional instructions if you have questions while completing this form.

**A. Student's Information**

Last Name	First Name	MI	Mercyhurst ID or SSN
Date of Birth		Phone Number	

**B. Family Information**

List below the people in the student's household. **Include:**

- 1) The student and student's spouse (if married).
- 2) The student's or spouse's children, if any, if the student and/or spouse will provide *more than half of their support* from July 1, 2018 through June 30, 2019.
- 3) Other people if they live with the student and the student will provide more than half of their support from July 1, 2018 through June 30, 2019.
- 4) Fill in the name of the college for any household member who will be attending college at least half-time between July 1, 2018 and June 30, 2019 and will be enrolled in a degree, diploma, or certificate program. Do not include family members who are enrolled in U.S. military service academies.

*If more space is needed, attach a separate page with the student's name at the top.*

Full Name (List student first and then all other members of the household even if they do not attend college)	Age	Relationship	List name of college for anyone who will be attending at least half-time in 2018-2019	Year in College (Fr, So, Jr, Sr, Graduate Level)
		<i>Self</i>	<i>Mercyhurst University</i>	

NOTE: We may require additional documentation to verify individuals listed in the student's household and/or enrollment in postsecondary education.

Student's Name: \_\_\_\_\_

Mercyhurst ID or SSN: \_\_\_\_\_

**C. Tax Transcript Information**

Note - Complete this section if you filed taxes in 2016

Please check one option only

- I used the [LINK TO IRS](#) option to directly import my tax information.
- I am attaching a copy of my 2016 IRS Tax Return Transcript since I did not to use the Link to the IRS option.  
*NOTE:* Income tax 1040 forms are not accepted for income verification purposes. Please obtain a tax return transcript from the IRS. Tax return transcripts can be requested online at [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript) or by calling 1-800-908-9946.
- I have a unique tax situation. The required documents for verification are attached.  
*NOTE:* Information as to what documentation is required for each unique tax situation can be found at [mercyhurst.edu/verif](http://mercyhurst.edu/verif).  
*Please check the unique tax situation below:*
  - Was a victim of Identity Fraud
  - Filed a Foreign Tax Return
  - Filed an Amended 1040X

**D. Non-Tax Filer ONLY**

<b>Students who did not file a 2016 tax form please complete this section</b>	<b>You must obtain an IRS Verification of Non-Filing Letter*</b> <input type="checkbox"/> - IRS Non-Filing Letter attached	<b>Did Student work* at all in 2016?</b> (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Any type of work where you earned money. Examples could be employed by another, self-employment, student work-study, etc.</small>	<b>If "Yes" you must supply copies of all W-2* forms</b> <input type="checkbox"/> W-2 forms included <small>*in cases of self-employment, a signed statement of yearly earnings is acceptable</small>
<b>Student's Spouse who did not file a 2016 tax form please complete this section</b>	<b>You must obtain an IRS Verification of Non-Filing Letter*</b> <input type="checkbox"/> - IRS Non-Filing Letter attached	<b>Did Student work* at all in 2016?</b> (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Any type of work where you earned money. Examples could be employed by another, self-employment, student work-study, etc.</small>	<b>If "Yes" you must supply copies of all W-2* forms</b> <input type="checkbox"/> W-2 forms included <small>*in cases of self-employment, a signed statement of yearly earnings is acceptable</small>

*\* Individuals who did not file a 2016 federal tax return are required to obtain an IRS Verification of Non-Filing Letter from the IRS. It can be obtained via [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript) or by submitting [Form 4506-T](#) with box 7 selected to the IRS. [Form 4506-T](#) can be downloaded from the IRS website. For more information go to [mercyhurst.edu/verif](http://mercyhurst.edu/verif).*

**E. Certification and Signature**

Signing this worksheet certifies that all of the information reported on it is complete and correct.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined,**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date