



Your Free Application for Federal Student Aid (FAFSA) was selected by the U.S. Dept. of Education for a review process called “Verification”. In this process, the Student Financial Services Office will be reviewing information from your application. The law says we have the right to ask you for this information before awarding Federal Student Aid. If there are differences between your application information and your financial documents, FAFSA corrections may need to be made. **We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible.**

**PLEASE SEE ATTACHED INSTRUCTIONS FOR ADDITIONAL DETAILS.**

**Section A: Student Information -- (V1, V4, V5)**

Last Name	First Name	M.I.	Student ID Number
Address (include apt. no.)			Date of Birth
( )			( )
City	State	Zip Code	Preferred Phone Number

**Section B: Family Information -- (V1, V4, V5)**

**Item 1: List the people in your household, from July 1, 2020 through June 30, 2021. Include:**

- Yourself; and
- Your spouse, if you are married; and
- Your children or a spouse’s children, if you or a spouse will provide more than half of their support, or the child would be required to provide your information when applying for Federal Student Aid for 2020-2021. Include children who meet either of these standards, even if they do not live with you; and
- Other people if they now live with you and you or a spouse provide more than half of their support and will continue to provide more than half of their support.

**Item 2:** For any household member who will be enrolled **at least half time** in a degree, diploma, or certificate program at an eligible post-secondary educational institution any time between July 1, 2020, and June 30, 2021, include the name of the college. *If more space is needed, attach a separate page with your name and Student ID Number at the top.*

Full Name	Age	Relationship	College	Will be enrolled at least Half Time (Yes or No)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		Self	University of Southern Maine	

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

Student ID Number: \_\_\_\_\_

**Section C: Student's Income -- (V1, V5)**

**Check the ONE box that applies:**

- I (and/or my spouse, if married) filed a 2018 federal income tax return and have used the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income information into my FAFSA **or** I will submit my 2018 federal IRS tax return transcript **or** a SIGNED copy of my 2018 federal tax return IRS Form 1040 (Pages 1 and 2) with Schedules 1, 2 and 3 (if filed). (See attached instructions for details).
- I (and/or my spouse, if married) have not filed and I am not required to file a 2018 federal income tax return and had no income earned from work in 2018. **I have attached my (and my spouse's, if married) 2018 IRS Verification of Nonfiling Letter(s).** (See attached instructions for details).
- I (and/or my spouse, if married) was employed in 2018 and did not file a 2018 federal income tax return. **I have attached my (and my spouse's, if married) 2018 IRS Verification of Nonfiling Letter(s), a copy of my (and my spouse's, if married) 2018 W-2s from all employers and completed the box below.** (See attached instructions for details).

Employer's Name	2018 Amount Earned	W-2 Provided by Employer?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2000.00</i>	<i>Yes</i>

**If your spouse did not file and was not required to file a 2018 United States federal income tax return with the IRS, please also have the statement below signed and provide a 2018 IRS Verification of Nonfiling Letter.**

I, \_\_\_\_\_, did not file and am not required to file a 2018 U.S. federal income tax return.  
Spouse's Name

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

**Section D: Certification and Signature – (V1, V4, V5)**

I certify that all of the information reported on this worksheet is complete and correct. The student must sign this worksheet.

**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Return by mail to:*

**USM, Student Financial Services Office, 37 College Ave., Gorham, ME 04038 Phone: (207) 780-5250**

**What you should do:**

1. Log in to MaineStreet and view which Verification Group is noted on your To Do list.
2. On the top right corner of the worksheet indicate which Verification Group is noted on your To Do list and complete ONLY the sections of this worksheet required for the Verification Group.
3. Contact us if you have questions about completing this worksheet at (207) 780-5250.
4. Please mail the completed and signed worksheet to the Student Financial Services Office.

USM, Student Financial Services Office  
37 College Ave.  
Gorham, ME 04038

**For Students (and your spouse, if married) who filed a 2018 Federal Tax Return, there are three options:**

**A: IRS Data Retrieval Tool.** Log in at [www.FAFSA.gov](http://www.FAFSA.gov), using your FSA ID. Select “Make FAFSA Corrections,” and navigate to the Financial Information section of the FAFSA. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer 2018 IRS income tax information into your FAFSA. Re-sign and re-submit the FAFSA to send the IRS Data Retrieval information to USM.

**B: Federal Tax return.** Provide a **SIGNED** copy of the 2018 Federal Tax Return IRS Form 1040 (Pages 1 and 2) and Schedules 1, 2 and 3 (if filed). Clearly print your name and student ID number at the top of the page before submitting the document to USM.

**C: IRS Tax Return Transcript.** Go to [www.IRS.gov](http://www.IRS.gov), select “Get Your Tax Record” link, or call 1-800-908-9946 to request a 2018 IRS Tax Return Transcript. Make sure to request the 2018 IRS Tax “Return” Transcript (NOT the IRS Tax “Account” Transcript). Clearly print your name and student ID number at the top of the page before submitting the document to USM.

**Important Notes:**

- If you (and your spouse, if married) filed, or will file, an amended 2018 IRS tax return, or have been the victim of IRS identity theft in 2018, or filed a foreign tax return, you must contact the Student Financial Services Office for specific instructions.
- If you and your spouse filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018, please contact the Student Financial Services Office for specific instructions.

**For Independent Students who did not file a 2018 federal tax return:**

- You (and your spouse if married) must provide the Verification of Nonfiling letter from the IRS. To obtain a Verification of Nonfiling Letter go to [www.IRS.gov](http://www.IRS.gov) and click on “Forms and Instructions” and print the Form 4506-T. Complete sections 1-4, check off Box 7, enter the date 12/31/2018 in Box 9, and be sure to sign and date the form. Mail the Form 4506-T to the appropriate IRS office indicated on page 2 of the form. Once you receive the document from the IRS, clearly print your name and student ID number at the top of the page before submitting the document to USM.
- If you (and your spouse if married) earned income in 2018, in section C list every employer and the amounts earned in 2018, even if the employer did not issue you a 2018 W-2. You must attach a copy of the W-2 for each employer that was required to provide a W-2. If you no longer have the W-2, request a copy from the employer. If more space is needed, attach a separate page with the student’s name and ID number at the top.