



Your 2020-21 Free Application for Federal Student Aid (FAFSA) has been selected for verification review. The verification process is used to ensure the accuracy of the information reported on your FAFSA. Federal law requires that this review process must be completed before awarding Federal Student Aid. Your verification documentation will be reviewed for accuracy. Any differences may result in your FAFSA data being corrected.

A. Student Information

Last Name, First Name

Student's e-Mail Address

B. Family Information

List the people in your household. Include:

- You and your custodial parent(s), including stepparent, even if you do not live with your parents.
- Your parents' other children if they will receive more than half their support from your parent(s) or are considered dependent students when they complete the FAFSA. *Do not include children for whom a listed parent pays child support.*
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to do so through June 30, 2021. *Do not include foster children.*
- If the family member will be enrolled at least half time in a degree, diploma, or certificate program at a college/post-secondary educational institution between July 1, 2020 and June 30, 2021, include the name of the school.

Relationship to Student	Full Name	Age	School	Enrolled Half-Time or Greater?
You (Self)			GIA	Yes

C. Verification of 2018 Income for Student Tax Filers

Have you, the student, filed or will file a 2018 IRS Income Tax Return?

YES, I have filed/will file a 2018 IRS Income Tax Return

Read all options below and check the ONE box that applies, then complete that section as appropriate.

- I, the student, **have used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income tax return information into my FAFSA.
- I, the student, **have not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into my FAFSA.
- I, the student, **are unable or choose not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with a signed photocopy of my 2018 IRS Income Tax Return .

Student's Name _____

C. Verification of 2018 Income for Student Tax Filers (continued)

Have you, the student, filed or will file a 2018 IRS Income Tax Return?

NO, I have not filed/will not file a 2018 IRS Income Tax Return

Read all options below and check the ONE box that applies, then complete that section as appropriate.

I, the student, was not employed and had no income earned from work in 2018. By my signature below, I certify that I have not filed and am not required to file a 2018 income tax return.

Student's Signature

Date

I, the student, was employed and earned income in 2018, but will not file taxes. I have listed in the table below all of my employers in 2018, the amount earned from each employer, and whether or not an IRS W-2 was provided. **Include copies of all W-2s when you submit this form.** By my signature below, I certify that I have not filed and am not required to file a 2018 income tax return.

Student's Signature

Employer's Name Or Source of Income	Amount Earned In 2018	W-2 Attached
		<input type="checkbox"/> Yes <input type="checkbox"/> No, because I never received one from this employer
		<input type="checkbox"/> Yes <input type="checkbox"/> No, because I never received one from this employer
		<input type="checkbox"/> Yes <input type="checkbox"/> No, because I never received one from this employer
		<input type="checkbox"/> Yes <input type="checkbox"/> No, because I never received one from this employer

D. Verification of 2018 Income for Parent(s) Tax Filers

Have you, the parent(s), filed or will file a 2018 IRS Income Tax Return?

YES, I /we have filed/will file a 2018 IRS Income Tax Return

Read all options below and check the ONE box that applies, then complete that section as appropriate.

I, the parent(s), **have used** the IRS Data Retrieval Tool in *FAFSA on the Web* to transfer 2018 IRS income tax return information into my FAFSA.

I, the parent(s), **have not yet used** the IRS Data Retrieval Tool in *FAFSA on the Web*, but will use the tool to transfer 2018 IRS income tax return information into my FAFSA.

I, the parent(s), **are unable or choose not to use** the IRS Data Retrieval Tool in *FAFSA on the Web*, and instead will provide the school with a signed photocopy of my 2018 IRS Income Tax Return.

Student's Name _____

D. Verification of 2018 Income for Parent(s) Tax Filers

Have you, the parent(s), filed or will file a 2018 IRS Income Tax Return?

NO, I have not filed/will not file a 2017 IRS Income Tax Return

Read all options below and check the ONE box that applies, then complete that section as appropriate.

I, the parent(s), was/were not employed and had no income earned from work in 2018. By my signature below, I certify that I have not filed and am not required to file a 2018 income tax return.

Parent's Signature

Date

I, the parent(s), was/were employed and earned income in 2018, but will not file taxes. I have listed in the table below all of my employers in 2018, the amount earned from each employer, and whether or not an IRS W-2 was provided. **Include copies of all W-2s when you submit this form.** By my signature below, I certify that I have not filed and am not required to file a 2018 income tax return.

Parent's Signature

Date

Employer's Name Or Source of Income	Amount Earned In 2018	W-2 Attached
		<input type="checkbox"/> Yes <input type="checkbox"/> No, because I never received one from this employer
		<input type="checkbox"/> Yes <input type="checkbox"/> No, because I never received one from this employer
		<input type="checkbox"/> Yes <input type="checkbox"/> No, because I never received one from this employer
		<input type="checkbox"/> Yes <input type="checkbox"/> No, because I never received one from this employer

Important: Parent non-tax filers are required to provide to GIA a Verification of Non-Filing Letter from the IRS (see below). Submit the IRS letter to GIA along with your Verification Worksheet.

- Online at <https://www.irs.gov/individuals/get-transcript>
Submit IRS Form 4506-T; check Box 7, and fill in **Tax Year 2018**
- By Telephone Request. Call 1-800-908-9946. The 2018 Verification of Non-Filing Letter will be sent to you.
- By Paper Request. Use IRS Form 4506-T. Check Box 7 and fill in Tax Year 2018.
The Verification of Non-Filing Letter will be mailed to you.

I am providing an **IRS Verification of Non-Filing Letter(s)** for 2018 with this Worksheet.

I will provide an **IRS Verification of Non-Filing Letter(s)** for 2018 at a later date.

 Student's Name

E. Unusual Circumstances

If you, the student, or your parent(s) have an Unusual Circumstance surrounding your or your parent(s) income tax return filing, check the appropriate box. IRS Contact Information is on Page 3. See below for what additional documentation must be provided by you.

Individuals Granted a Filing Extension by the IRS

Student Parent(s)

An individual who is required to file a 2018 IRS income tax return and has been granted a filing extension by the IRS, must provide:

- A copy of IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that was filed with the IRS for tax year 2018;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for tax year 2018;
- Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018;
- A copy of IRS Form W-2 for each source of employment income received for tax year 2018, **and**
- if self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2018.

Individuals Who Filed an Amended IRS Income Tax Return

Student Parent(s)

An individual who filed an amended IRS income tax return for tax year 2018 must provide:

- A **2018 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A signed copy of the 2018 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Individuals Who Were Victims of IRS Tax-Related Identity Theft

Student Parent(s)

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Individuals Who Filed Non-IRS Income Tax Returns

Student Parent(s)

- A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.
 - A tax filer who filed an income tax return with the tax authority for American Samoa must provide a signed copy of his or her tax account information.
 - A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.
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Student's Name

F. Certifications and Signatures

Each person signing this worksheet certifies that all of the information reported is complete and correct.

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

Student's Signature

Date

Parent's Signature

Date

MAILING INSTRUCTIONS

Mail this signed form along with IRS Tax Return Transcript(s) and W-2(s), if required, to:

GIA Office of Student Financial Assistance
The Robert Mouawad Campus
5345 Armada Drive, MS 7
Carlsbad, CA 92008

E-mail: financialaid@gia.edu
Phone: 800-421-7250, ext. 4005
FAX: 760-603-4421

SCHOOL USE ONLY

Verification Completed by: _____ Date: _____

Comments:

