

Name: \_\_\_\_\_/\_\_\_\_\_  
Last First

ID#: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Our office is currently processing your financial aid application(s) for the 2018 - 2019 school year. We will need the following additional information to determine eligibility for:

Verification Process  Professional Judgment  Verification of Independence

- Complete the enclosed **2018 - 2019 Verification Worksheet**.
- A copy of your parents' 2016 **FEDERAL TAX RETURN TRANSCRIPT**. Go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and use the Data Retrieval Tool or [www.irs.gov](http://www.irs.gov) and select "Get My Tax Records". **DO NOT** send copies of your tax returns.
- Copy of your parents' 2016 W-2(s).
- A copy of your (and your spouse's, if applicable) 2016 **FEDERAL TAX RETURN TRANSCRIPTS**. Go to [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) and use the Data Retrieval Tool or [www.irs.gov](http://www.irs.gov) and select "Get My Tax Records". **DO NOT** send copies of your tax returns.
- Copies of your (and your spouse's if applicable) 2016 W-2(s).
- You/your parent(s) have stated that you did not file taxes. File an IRS Form 4506-T, and provide transcript once you receive it from the IRS. ([www.irs.gov](http://www.irs.gov))
- Please fill out the enclosed **Request for Independence Consideration** worksheet and provide required documentation.
- Exemptions appearing on 2016 parental tax transcript do not match household size as listed on your 2018-2019 Verification Worksheet. Please explain in a written statement.
- Please provide a notarized and completed copy of the attached **Statement of Educational Purposes** form.
- Provide documentation indicating the student's high school completion status when the student begins the 2018-2019 school year (i.e. high school diploma/transcript, GED certificate/transcript).
- Complete the enclosed **2018 - 2019 Special Circumstance Form**
- Other \_\_\_\_\_  
\_\_\_\_\_  
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