

# Point University

**Office of Financial Aid**  
**507 West 10th Street – West Point, GA 31833**  
**Email: [financial.aid@point.edu](mailto:financial.aid@point.edu) ; Phone: 706-385-1462; FAX: 706-645-9475**

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**A. Dependent Student’s Information**

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s Social Security Number
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Phone Number

**B. Dependent Student’s Family Information**

List below the people in your parent(s) household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don’t live with your parent(s).
- Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with your parent(s).
- 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 provide more than half of their support through June 30, 2019.

Include the name of the **college for any household member**, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
		<i>Self</i>		

**Did any of the above individuals receive SNAP (food stamps) any time during 2016 or 2017?**

**Yes            No**

**If asked by my school, I will provide documentation of the receipt of the SNAP benefits during 2017.**

**C. Dependent Student’s Income Information to Be Verified**

Check the box that applies:

- I used the IRS Data Retrieval Tool to retrieve and transfer 2016 IRS income information into my FAFSA.
- I did not use the IRS Data Retrieval Tool; therefore, a 2016 IRS tax Transcript is attached.
- I did NOT file taxes in 2016 and have included my income, if any, in Section E.

**D. Parent’s Income Information to Be Verified**

Check the box that applies:

- My parent(s) used the IRS Data Retrieval Tool to retrieve and transfer 2016 IRS income information into my FAFSA.
- My parent(s) did not use the IRS Data Retrieval Tool; therefore, a 2016 IRS tax Transcript is attached.
- My parent(s) did NOT file taxes in 2016 and have included income, if any, in Section E

**E. TAX RETURN NONFILERS**—Complete this section if the student or parents, will not file and is not required to file a 2016 income tax return with the IRS.

Employer’s Name	2016 Amount Earned	IRS W-2 Attached?	Student or Parent

**F. Child Support Payments**

Complete this section if the student’s parent or step-parent **Paid child support in 2016**. Do not include child support your parent(s) received.

**If asked by my school, I will provide documentation regarding the child supports payments during 2016.**

Who Paid Child Support? Parent or Stepparent	To Whom was child support Paid?	Name and <u>Age</u> of child for whom and support was paid	Amount for 2016

**G. Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

Submit documents by one of these ways:

**1. Mail to:**

Point University  
Office of Financial Aid  
507 West 10<sup>th</sup> Street  
West Point, GA 31833

**2. FAX:**

706-645-9475

**3. EMAIL:** financial.aid@point.edu

If you have questions please call us at: 706-385-1462

**\*\* We cannot process your financial aid until verification has been completed. Please provide all required documents as soon as possible.**

**\*\* Please note that processing may take longer during the peak period after all requested documents are received.**

**Providing the Required Tax Information**

If you filed or are required to file 2016 taxes, you must provide information from the IRS in one of the following ways to our office. If you are a dependent student, this applies to you and your parent(s). If you are an independent student, this applies to you (and your spouse, if applicable).

***Federal regulations prevent us from accepting copies of Federal Tax Returns (1040, 1040A or 1040EZ) for verification purposes except in the case of an amended return or if your tax return is a foreign income tax return.***

If you did not use the IRS Data Retrieval when you filed the FAFSA, you can make a correction to your FAFSA approximately 1-2 weeks after the IRS accepts your tax return. If you cannot utilize the IRS Data Retrieval for any reason, we will require a 2016 Tax Return Transcript from the IRS. Please use the **Get Transcript by MAIL** feature at [www.irs.gov/transcript](http://www.irs.gov/transcript). You can also request one by calling the IRS automated number at 1-800-908-9946. Please order the Tax RETURN Transcript and not the Tax Account Transcript which we cannot use. Once you receive the Tax Return Transcript in the mail (approximately 5-10 days) send to our office a copy by mail, fax, or email. If you used the IRS Data Retrieval initially and then changed some of the data, you will need to provide us a copy of the Tax Return Transcript. If you or your parents owe the IRS, you may not be able to use the retrieval function or obtain a transcript until the IRS has received payment and processed the tax return.

**Amended Tax Returns** – Please send to our office a signed copy of the original 2016 tax return along with a signed copy of the 2016 1040X that was filed with the IRS.

**Non-filers** – If you will not file and are not required to file a 2016 Federal Tax Return, please provide copies of 2016 W-2 forms and any proof of income with the Verification Worksheet.

**Filing Extensions** – Please send to our office:

- 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 2016
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016;
- 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, 2017;
- 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 2016.

**Identity Theft** – If you are unable to obtain a 2016 IRS Tax Return Transcript due to identity theft, please call 1-800-908-4490. You will be able to obtain an alternative document (TRDBV) that is acceptable for verification. We will also require a signed statement by the tax filer that they were a victim of IRS-related identity theft and that the IRS is aware of it.

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