

Your financial aid application has been selected for review in a process called verification. The law says that we must ask you to confirm the information you reported on your FAFSA. We will compare your FAFSA with the information on this institutional verification form and with any other required documents. If needed, we will make corrections to your FAFSA electronically. If you have questions about verification, contact your campus One Stop as soon as possible so that your financial aid will not be delayed. You must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to the Financial Aid Office.

Student's Last Name	First Name	Date of Birth	Brandman ID Number
Address	City	State	Zip
			Phone Number

A. Household Information:

List the people in your household, along with their relationship to you and their ages. For any household member attending college at least half time in a degree, certificate or diploma program between **July 1, 2019 and June 30, 2020**, please indicate the college attended. Attach additional pages if necessary. Member of your household include:

- You and your spouse (if married).
- Your children and your spouse's children (even if they don't live with you) if you will provide more than half of their support from July 1, 2019 through June 30, 2020. Do not include children for whom you pay child support unless you provide more than half of their support.
- Other people if they now live with you, *and* you (or your spouse) provide **more than half of their support and will continue to provide more than half of their support** through June 30, 2020.

Note: If you are including a parent or another adult (not including your spouse) in the household, complete the Support Statement Form. The form is located on the [Brandman.edu forms center page](http://Brandman.edu/forms). Additional documentation may be required if we have reason to believe that the information regarding the household members is inaccurate.

Full Name	Age	Relationship to Student	Is this person attending college at least half-time in 19-20?	College Name <small>(do not abbreviate)</small>
		<i>Self</i>	Yes	<i>Brandman University</i>

B. Income Verification:

The best way to verify income (if you have already filed your 2017 tax return) is by using the **IRS Data Retrieval Tool (IRS DRT) which is part of FAFSA on the Web at FAFSA.gov**. In most cases, no further documentation is needed to verify income tax return information that was transferred into your FAFSA using the IRS DRT if that information was not changed. If you are unable to use the data retrieval tool, you can obtain a 2017 IRS Tax Return Transcript by going to www.IRS.gov. If you did not file a tax return, you must provide a confirmation of non-filing which can be obtained from the IRS using Form 4506-T and checking box 7.

Check the box that applies to you:

	I have <u>used</u> the IRS DRT to transfer 2017 IRS income tax return information into the my FAFSA.																		
	I have <u>not yet used</u> the IRS DRT, but will use the tool to transfer 2017 IRS income tax return information into my FAFSA.																		
	I am <u>unable to use</u> the IRS DRT, and instead will provide a 2017 IRS Tax Return Transcript . If the student and spouse filed separate 2017 IRS income tax returns, 2017 IRS Tax Return Transcripts must be provided for <u>both</u> . My 2017 IRS Tax Return Transcript(s) have been submitted. My 2017 IRS Tax Return Transcript(s) will be provided on: _____																		
	I (and my spouse, if married) were not employed and had <u>no income earned from work</u> in 2017 and <u>will not file</u> a 2017 Federal Income Tax Return. I have submitted an IRS Statement of Non-Filing																		
	I (and my spouse, if married) was <u>employed</u> in 2017 but <u>will not file</u> and am <u>not required to file</u> a 2017 Federal Income Tax Return. List below the names of all employers and the amount earned from each in 2017. Submit copies of <u>all</u> W-2s issued from employers. If you do not have copies of your W-2s you can obtain a Wage and Income Transcript from IRS.gov. I have submitted an IRS Statement of Non-Filing My 2017 W-2s issued to me and my spouse by employers have been submitted. <table border="0"> <thead> <tr> <th style="text-align: left;">Employer's Name:</th> <th style="text-align: left;">W2 Provided?</th> <th style="text-align: left;">Amount Earned in 2017:</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>\$ _____</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td>\$ _____</td> </tr> </tbody> </table>	Employer's Name:	W2 Provided?	Amount Earned in 2017:	_____	_____	\$ _____	_____	_____	\$ _____	_____	_____	\$ _____	_____	_____	\$ _____	Total:		\$ _____
Employer's Name:	W2 Provided?	Amount Earned in 2017:																	
_____	_____	\$ _____																	
_____	_____	\$ _____																	
_____	_____	\$ _____																	
_____	_____	\$ _____																	
Total:		\$ _____																	

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

Student's Signature
(handwritten signature only, typed signatures are not acceptable)

Brandman ID #

Date

Submit completed form via the student portal
OR Fax: 866-659-1147 **Mail:** Brandman University, Financial Aid Office, Third Floor 16355 Laguna Canyon Rd, Irvine, CA 92618

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