

**2017-2018 Verification Worksheet**  
Dependent Student

Your 2017-2018 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. The law states that colleges must verify the information you and your parent(s) report on the FAFSA before federal student aid is disbursed. To verify that you provided correct information, financial aid administrators 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 corrections and could affect the student federal eligibility. You and at least one parent who filed your FAFSA must submit this completed signed worksheet with any verification, contact the UMW Financial Aid Office at [finaid@umwestern.edu](mailto:finaid@umwestern.edu) or 406-683-7511 as soon as possible so the disbursement of your financial aid will not be delayed.

**A: Student Information**

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Student's Last Name	Student's First Name	Student's M.I.	Student's UMW ID#
Student's Home Street Address (include apt. no.)		Student's Date of Birth	
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number	

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

List below the people in the parent's household. Include:

- The student (Yourself)
- The parents (including stepparent)
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's financial support, and will continue to provide more than half of that person's financial support through June 30, 2018

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2017 and June 30, 2018, include the name of the college.

Full Name	Age	Relationship	Will be attending college at least half time 2017-2018? (yes or no)	Name of College
Example: John Doe	Ex: 21	Example: Brother	Example: Yes	Example: Montana Western
		Self		

**2017-18 Verification Worksheet**  
Dependent Student

**C: Student's Income Information to be verified**

Have you or will you be required to file a 2015 U.S. Federal Tax Return?

- Yes:** we will need to verify your income. You may either:
  - use the IRS Data Retrieval Tool or
  - submit a copy of your 2015 IRS Tax Return Transcript or
  - submit a signed copy or your 2015 federal tax return that you have filed with the IRS.

*\*Specific instructions are included on the "Instructions for Tax Filers" form on the Montana Western Financial Aid Website. Skip to section D.*
  
- No:** Complete this section if the student will not file and is not required to file a 2015 income tax return with the IRS. You must write a brief statement stating you did not file and were not required to file taxes on the line below.

Check the one box that applies:

- The student was not employed and had no income earned from work in 2015
- The student was employed in 2015, complete the table below and attach copies of all 2015 IRS W-2 forms issued to the student by employers. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and UMW ID # at the top.

Employer's Name	2015 Amount Earned	IRS W-2 Attached?
Grandpa J's Diner (example)	\$2,000.00 (example)	Yes (example)

**D: Parent's Income Information to be verified**

Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

Have you or will you be required to file a 2015 U.S. Federal Tax Return?

- Yes:** we will need to verify your income. You may either use the IRS Data Retrieval Tool or submit a copy of your 2015 IRS Tax Return Transcript or submit a signed copy or your 2015 federal tax return that you have filed with the IRS. Specific instructions are included on the "Instructions for Tax Filers" form on the Montana Western Financial Aid Website.
  
- No:** Complete this section if the parent(s) will not file and is(are) not required to file a 2015 income tax return with the IRS. You must write a brief statement stating you did not file and were not required to file taxes on the line below.



## Statement of Educational Purpose

I certify that I \_\_\_\_\_ am the individual signing this statement of  
Print Name of Student  
Educational Purpose and that the Federal student financial aid assistance I may receive will only  
be used for educational purposes and to pay the cost of attending the University of Montana  
Western for the 2017-2018 academic year.

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

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

\_\_\_\_\_  
Date

If a student is unable to appear in person at Univeristy of Montana Western to verify his/her/their  
identity, the student must provide both:

1. A copy of a valid government-issued photo identification (ID) that is acknowledged in the  
notary statement below, such as but not limited to a driver's license, other state-issued IDs,  
or passport; AND
2. The original notarized Statement of Education Purpose Provided Above.

### Notary's Certificate of Acknowledgement:

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_  
Date Notary Name

personally appeared \_\_\_\_\_ and proved  
Printed Name of Signer

to me on basis of satisfactory \_\_\_\_\_, to be the  
Type of Government Issued Photo ID Provided

above-name person who signed the foregoing instrument.

### WITNESS my hand and official seal:

\_\_\_\_\_  
Notary Signature

My commission expires on \_\_\_\_\_  
Date

Space Above for Seal