

2019-2020: V1 Dependent Student Standard Verification Worksheet

Your 2019–2020 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 reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a parent whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to the Student Financial Services Department. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name	First Name	Middle Initial	Student's ID
Student's Street Address (include apt.no.)			
City	State	Zip Code	Student's Email Address
Student's Home Phone Number (include area code)		Alternate or CellPhone Number	Parent's Phone Number (include area code)

B. Dependent Student's Family Information

Number of Household Members: List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2019, through June 30, 2020, or if the other children would be required to provide parental information if they were completing a FAFSA for 2019–2020. 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 other person's support, and will continue to provide more than half of that person's support through June 30, 2020.

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, 2019, and June 30, 2020, include the name of the college.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		<i>Self</i>		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

C. Dependent Student's Income Information

1. **TAX RETURN FILERS—Important Note:** The instructions below apply to the student. Notify the Student Financial Services Department before completing this section if one of the below situations apply to you:

- The student filed or will file an amended 2017 IRS tax return;
- The student is a victim of IRS tax-related identity theft; or
- The student filed a non-IRS income tax return (i.e. a tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, or a foreign tax authority).

Instructions: Complete this section if the student filed or will file a 2017 IRS income tax return(s). Tax returns include the 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Check the box that applies:

- ☐ The student has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- ☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s)**.
- ☐ The student did not and was not required to file a 2017 U.S. Tax Return.

A **2017 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript by MAIL - Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE - Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6-8 weeks after the 2017 paper IRS income tax return has been received by the IRS. Contact the Student Financial Services Department if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- ☐ Check here if the student's **2017 IRS Tax Return and/or Transcript(s)** is provided.
- ☐ Check here if the student's **2017 IRS Tax Return and/or Transcript(s)** will be provided later. Verification cannot be completed until the IRS tax return transcript and/or a signed copy of the filed tax return has been submitted to the student's school.

D. Parent's Income Information

1. **TAX RETURN FILERS—Important Note:** The instructions below apply to each parent included in the household. Notify the Student Financial Services Department before completing this section if one of the below situations apply to your parents:

- The parents filed or will file an amended 2017 IRS tax return;
- The parent(s) is a victim of IRS tax-related identity theft; or
- The parent(s) filed a non-IRS income tax return (i.e. a tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, or a foreign tax authority).

Instructions: Complete this section if the parents filed or will file a 2017 IRS income tax return(s). Tax returns include the 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return.

Check the box that applies:

- ☐ The parent has used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.
- ☐ The parent is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s)**.
- ☐ The parent did not and was not required to file a 2017 U.S. Tax Return.

If the parent(s) did not keep a copy of their tax return, and cannot obtain a copy from their tax preparer, request an IRS Tax Return Transcript. A **2017 IRS Tax Return Transcript** may be obtained through the:

- Get Transcript by MAIL - Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Get Transcript ONLINE - Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- Automated Telephone Request - 1-800-908-9946
- Paper Request Form - IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2017 paper IRS income tax return has been received by the IRS. Contact the Student Financial Services Department if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2017 IRS income tax returns, the IRS DRT cannot be used and the **2017 IRS Tax Return Transcript(s)** must be provided for each.

- ☐ Check here if the parent's **2017 Transcript(s)** is provided.
- ☐ Check here if the parent's **2017 IRS Tax Return Transcript(s)** will be provided later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.

Student's Name: _____ ID: _____

2. **NON TAX RETURN FILERS** – The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2017 income tax return with the IRS or other relevant tax authority.

Check the box that applies:

- ☐ Neither parent was employed, and neither had income earned from work in 2017.
- ☐ One or both parents were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether a W-2 form is provided. Provide copies of all 2017 W-2 forms issued to the parent(s) by their employers. List every employer even if the employer did not issue a W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	W-2 Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$2,000.00</i>
Total Amount of Income Earned From Work		\$

Certification of non-filing: By checking the following box, you are certifying that you did not and were not required to file a 2017 income tax return. You have listed all sources of 2017 income to which a W-2 was not provided, and/or have provided a copy of any IRS W-2, or equivalent document, for each source of 2017 employment income received.

- ☐ I certify that I did not file and was not required to file a 2017 income tax return.

Student's Name: _____ ID: _____

E. Certifications and Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

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

Print Student's Name

Student's ID Number

Student's Signature (Required)

Date

Parent's Signature (Required)

Date

Submit this worksheet and any required documents to the Student Financial Services Department.