2019-2020 Verification Worksheet

Dependent Student -- Tracking Group V5

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 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	MI	ID Number
Student's Street Address (include apt. no.)			Student's Date of Birth
City	State	Zip	Student's Email Address
Student's Phone Number		Student's Alternate or Cell Phone Number	

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 the children do 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 support and will continue to provide more than half of their support through June 30, 2020.

Number in College: Please include in the College Column below information about any household member, excluding the parents, 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
Missy Jones (example)	*18*	*Sister*	*Central University*	*Yes*

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 to Be Verified

1. TAX RETURN FILERS

Instructions: Complete this section if the student filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

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 has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has been filed.

Student Name: _____ **Student ID Number:** _____

☐ The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2017 IRS Tax Return Transcript(s).**

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

- 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."
- Telephone Request – 1--800--908--9946
- Paper Request Form – Use the links to download IRS Form 4506T--EZ or IRS Form 4506--T

When requesting a transcript, use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2016 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2017 IRS income tax return).

In most cases, for electronic 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 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 financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

☐ Check here if a **2017 IRS Tax Return Transcript(s)** is provided.

☐ Check here if a **2017 IRS Tax Return Transcript(s)** will be provided later.

2. Nontax Filers

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2017 income tax return with the IRS.

Check the box that applies:

☐ The student was not employed and had no income earned from work in 2017.

☐ The student was employed in 2017 and has listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W--2 form is provided. [Provide copies of all 2017 IRS W--2 forms issued to the student by his/her employers]. List every employer even if they did not issue an IRS 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	2016 Amount Earned	IRS W--2 Attached?
ABC Shipping (example)	*$1,280*	*Yes*

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

Documentation includes a verification of non-filing letter from the IRS. This form may be obtained by completing an IRS Form 4506--T and checking box 7. An IRS form 4506--T may be downloaded here.

Check the box that applies:

☐ Check here is a confirmation of non-filing is provided.

☐ Check here is a confirmation of non-filing will be provided later.

D. Parent's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2017 or had a change in marital status after the end of the 2017 tax year on December 31,

2017.

Instructions: Complete this section if the parents filed or will file a 2017 IRS income tax return(s). *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

☐ The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student's FAFSA.

☐ The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student's FAFSA once the 2017 IRS income tax return has been filed.

☐ The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s)**.

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

- 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."
- Telephone Request – 1--800--908--9946
- Paper Request Form – Use the links to download IRS Form 4506T--EZ or IRS Form 4506--T

Use the Social Security Number (or the IRS individual taxpayer identification number) and the date of birth of the first person listed on the 2017 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2017 IRS income tax return).

In most cases, for electronic 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 IRS electronic income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax 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 financial aid office 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 a **2017 IRS Tax Return Transcript(s)** is provided.

☐ Check here if a **2017 IRS Tax Return Transcript(s)** will be provided later.

2. Non-tax 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. You must include a verification of non-filing letter from the IRS. This form may be obtained by completing an IRS Form 4506--T and checking box 7. An IRS form 4506--T may be downloaded here.

Check the box that applies:

☐ Neither parent were 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 an IRS W--2 form is provided. [Provide copies of all 2017 IRS W--2 forms issued to the parents by their employers]. List every employer even if they did not issue an IRS 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	2016 Amount Earned	For Whom?	IRS W--2 Attached?
Pro Auto	*$980*	*Father*	*Yes*

You must also provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

Student Name: _____ **Student ID Number:** _____

Documentation includes a verification of non-filing letter from the IRS. This form may be obtained by completing an IRS Form 4506--T and checking box 7. An IRS form 4506--T may be downloaded here.

Check the box that applies:

☐ Check here is a confirmation of non-filing is provided.

☐ Check here is a confirmation of non-filing will be provided later.

E. High School Completion Status

Provide one of the following documents to indicate the student's high school completion status when the student begins college in 2019-2020:

Check the box of the document you will attach to this worksheet:

☐ A copy of the student's high school diploma.

☐ A copy of the student's final official high school transcript that shows the date when the diploma was awarded.

☐ A state certificate or transcript received by a student after the student passed a State--authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State--authorized examination).

☐ For students who completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document.

☐ An academic transcript that indicates the student successfully completed at least a two--year program that is acceptable for full credit toward a bachelor's degree.

☐ For a homeschooled student in a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.

☐ For a homeschooled student from a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office. In some cases, your school's financial aid office may accept a copy of a Form DD 214 as proof of high school completion.

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

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

The student and one parent must sign and date.

Student's Signature	Last 4 of Social Security #	Date
Parent's Signature	Last 4 of Social Security #	Date

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the financial aid administrator at your school.

You should make a copy of this worksheet for your records.