

# 2019-2020 Verification (V1) Worksheet

## Dependent Student

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 parent(s) 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 E-mail Address
Student's Home Phone Number /		Student's Alternate or Cell Phone Number	Student ID Number

### B. DEPENDENT STUDENT'S FAMILY INFORMATION

**Number of Household Members:** List below ALL of the people in your parent(s)' household. Include:

- Yourself
- Your parent(s) (including a step-parent) 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, 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 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, 2020.

**Write the names of ALL family members.** 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, 2019 and June 30, 2020. *If more space is needed, attach a separate page with the student's name and last four digits of social security number at the top.*

Full Name (all household members)	Age	Relationship	Name of College attending between 07/01/19-06/30/20	Will be Enrolled at Least Half-Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>	<i>Cedar Crest College</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 TO BE VERIFIED**

1. TAX RETURN FILERS - **Important Note:** If the student filed, or will file, an amended 2017 IRS tax return, the student must contact the financial aid administrator before completing this section.

**Instructions:** Complete this section if the student, filed or will file a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student has not already used the tool, go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA. In most cases, for electronic tax return filers, 2017 IRS income tax return information for the IRS Data Retrieval Tool is available 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 Data Retrieval Tool within 6-8 weeks after the 2017 paper IRS income tax return has been received by the IRS. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

**Check the box that applies:**

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information that was transferred in the verification process.*
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2017 IRS income information into the student's FAFSA once the student has filed a 2017 IRS tax return. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's school cannot complete the verification process until the IRS information has been transferred into the FAFSA.*
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2017 IRS tax return transcript OR a signed photocopy of the income tax return is acceptable.**

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

- **Online Request** – Go to [www.irs.gov](http://www.irs.gov), click on "Get Your Tax Record" box on the IRS homepage, click either "Get a Transcript Online" OR "Get a Transcript by Mail". 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** – IRS Form 4506T-EZ or IRS Form 4506-T

- Check here if the student's IRS tax return transcript is attached to this worksheet.*
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.*
- Check here if a signed photocopy of student's income tax return is attached.*

2. TAX RETURN NONFILERS - 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 the student's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 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 Social Security Number at the top. .* **NOTE: We may require you to provide documentation from the IRS that indicates a 2017 IRS income tax return was not filed with the IRS.**

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**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. Notify Student Financial Services if the parents filed separate IRS Income Tax Returns for 2017 or had a change in marital status after December 31, 2017.

1. TAX RETURN FILERS - **Important Note:** If the student's parent(s), filed or will file, an amended 2017 IRS tax return the student's financial aid administrator must be contacted before completing this section.

**Instructions:** Complete this section if the student's parent(s) filed or will file a 2017 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If the student's parent(s) has not already used the tool, the parent and the student should go to [FAFSA.gov](http://FAFSA.gov), log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA. In most cases, for electronic tax return filers, 2017 IRS income tax return information for the IRS Data Retrieval Tool is available 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 Data Retrieval Tool within 6-8 weeks after the 2017 paper IRS income tax return has been received by the IRS. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student's financial aid administrator.*

**Check the box that applies:**

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2017 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. *The student's school will use the IRS information transferred into the student's FAFSA to complete the verification process.*
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2017 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. *See instructions above for information on how to use the IRS Data Retrieval Tool. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.*
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2017 IRS tax return transcript OR a signed photocopy of the income tax return is acceptable.**

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

- Online Request – Go to [www.IRS.gov](http://www.IRS.gov), click on "Get Your Tax Record" box on the IRS homepage, click either "Get a Transcript Online" OR "Get a Transcript by Mail". 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 – IRS Form 4506T-EZ or IRS Form 4506-T

- Check here if an IRS tax return transcript(s) is attached to this worksheet.
- Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the school.
- Check here if a signed photocopy of parent(s) income tax return is attached.

2. TAX RETURN NONFILERS - Complete this section if the student's parent(s) will not file and is not required to file a 2017 income tax return with the IRS.

**Check the box that applies:**

- The parent(s) was not employed and had no income earned from work in 2017.
- The parent(s) was employed in 2017 and has listed below the names of all the parent's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the parent(s) by employer(s). *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 Social Security Number at the top. NOTE: We may require you to provide documentation from the IRS that indicates a 2017 IRS income tax return was not filed with the IRS.*

Employer's Name	2017 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00	Yes

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**E. 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

*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.*