



## 2019-2020 VERIFICATION WORKSHEET – VI DEPENDENT

Your Free Application for Federal Student Aid (FAFSA) was selected for a process called “verification”. In this process we will compare the information from your application to the information on this form and other documentation that is submitted.

**You must complete this form, and it must be signed and dated by you and one parent who provided their information on the FAFSA. Submit this form and any other required documents to the Financial Aid Office.**

If we have any questions regarding the information you submit to our office and on the FAFSA, we may ask for additional information. If there are differences in the information you submitted on your FAFSA and the information you submit we may have to make corrections.

### A. Student’s Information

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Last 4 SSN

\_\_\_\_\_  
Student Address

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Number (include area code)

### B. Dependent Student’s Family Information:

List below the people in the parent’s 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.
- Any person that now lives with the parent(s) and the parent(s) provide more than half of their support and Will continue to provide more than half of their support through June 30, 2020.

**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 Attending/Will Attend	Will be enrolled at least half time (yes/no)



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### C. Verification of 2017 Student Income Information

#### 1. Check the box that applies: Tax Filing Status

- The student has used the IRS Data Retrieval Tool on the *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 Data Retrieval Tool on the *FAFSA on the Web*, but will use the tool to transfer their 2017 IRS Income Tax Return information into the student's FAFSA once the 2017 IRS Income Tax Return has been filed.
- The student is unable or chooses not to use the IRS Data Retrieval Tool on the *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return. Prior to the disbursement of any funds, a Tax Return Transcript(s), from the IRS, must be received in Financial Aid.**

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

- **Online Request** - Go to [www.irs.gov](http://www.irs.gov), under the Tools heading on the IRS homepage, 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."
- **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 Data Retrieval Tool 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 Data Retrieval Tool 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 Data Retrieval Tool or obtaining an IRS Tax Return Transcript.

- The student **DID NOT FILE** a 2017 IRS Tax Return and is not required to file a 2017 IRS Tax Return. **NOTE: We require you to provide documentation from the IRS that indicates a 2017 IRS Income Tax Return was not filed as well as an IRS Wage & Income Statement.**

#### 2. Check the box that applies: Income Earned from Work

- The student was not employed and had no income earned from work in 2017. (Please enter a "0" or N/A below.)
- The student was employed in 2017 and have listed below the names of all employers and the amount earned from each employer in 2017. **YOU ARE REQUIRED TO PROVIDE A WAGE & INCOME TRANSCRIPT, FOR 2016, ISSUED THROUGH THE IRS.**

Employer's Name	IRS W-2 Provided?	Annual Amount Earned in 2017



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### D. Verification of 2017 Parent Income Information

#### 1. Check the box that applies – Tax Filing Status:

- The parents have used the IRS Data Retrieval Tool on the *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 Data Retrieval Tool on the *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 Data Retrieval Tool on the *FAFSA on the Web*, and instead will provide the school a **2017 IRS Tax Return Transcript(s). Prior to the disbursement of any funds, a Tax Return Transcript(s), from the IRS, must be received in Financial Aid. If the parents filed separate 2017 IRS Income Tax Returns, a 2017 IRS Tax Return Transcripts must be provided for each parent.**

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

- **Online Request** - Go to [www.IRS.gov](http://www.IRS.gov), under the Tools heading on the IRS homepage, 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."
- **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 Data Retrieval Tool 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 Data Retrieval Tool 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 Data Retrieval Tool or obtaining an IRS Tax Return Transcript.

- The parents DID NOT FILE a 2017 IRS Tax Return and are not required to file a 2017 IRS Tax Return. ***NOTE: We require you to provide documentation from the IRS that indicates a 2017 IRS Income Tax Return was not filed (Non Tax Filer letter and a Wage & Income Transcript).***

#### 2. Check the box that applies- Income Earned From Work

- Neither parent was employed, nor had income earned from work in 2017.
- One or both parents were employed in 2017 and have listed below the names of all employers and the amount earned from each employer in 2017. **PLEASE PROVIDE A WAGE & INCOME TRANSCRIPT, FOR 2016, ISSUED THROUGH THE IRS.**

Employer’s Name	IRS W-2 Provided?	Annual Amount Earned in 2017

EMPLID: \_\_\_\_\_

FV001X

DATE: \_\_\_\_\_



## 2019-2020 VERIFICATION WORKSHEET – VI DEPENDENT

If we have reason to believe that any of the information provided on this form is inaccurate, we may require you to submit additional information.

### 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.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent of Dependent Student Signature

\_\_\_\_\_  
Date

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