

## 2019–2020 Dependent Student 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 us. 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.

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### A. Dependent Student’s Information

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Student’s Last Name	First Name	M.I.	Student’s Identification (ID) Number
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Student’s Complete Permanent Address	Student’s Phone Number (include area code)
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### B. Dependent Student’s Family Information

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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 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 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 their support and will continue to provide more than half of their support through June 30, 2020.
- Do NOT include foster children in the number in the household.

For any household member, excluding the parents, who 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.

**Complete ONLY Section C or Section D – not both**

**C. Verification of 2017 IRS Income Tax Return Information for Student Tax Filers**

Check the box that applies:

- The student ***has used or will use*** 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 **copy of a signed 2017 IRS Tax Form 1040, 1040A, 1040EZ (first two pages)**.
- *You have the option to order a Tax Transcript Online or by Mail. To order the Tax Transcript, go to irs.gov and click on “Get My Tax Record.” Choose the option you wish to use. Make sure you request “IRS Tax Return Transcript” not “IRS Tax Account Transcript.” You will need your social security number, date of birth, and the address on file at the IRS. If you order a Transcript Online, you will need additional information, such as a credit card number or mortgage loan account number to be authenticated. You may call the Automated Telephone line to request a transcript at 1-800-908-9946.*

**D. Verification of 2017 Income Information for Student Nontax Filers**

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 and spouse by their employers]. List every employer even if the employer 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	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

**Complete ONLY Section E or Section F – not both**

**E. Verification of 2017 IRS Income Tax Return Information for Parent Tax Filers**

Check the box that applies:

- The parents have used or will be using the IRS DRT in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **copy of a signed 2017 IRS Tax Form 1040, 1040A, 1040EZ (first two pages)**.
- *You have the option to order a Tax Transcript Online or by Mail. To order the Tax Transcript, go to irs.gov and click on “Get My Tax Record.” Choose the option you wish to use. Make sure you request “IRS Tax Return Transcript” not “IRS Tax Account Transcript.” You will need your social security number, date of birth, and the address on file at the IRS. If you order a Transcript Online, you will need additional information, such as a credit card number or mortgage loan account number to be authenticated. You may call the Automated Telephone line to request a transcript at 1-800-908-9946.*

**F. Verification of 2017 Income Information for Parent Nontax Filers**

Check the box that applies:

- Neither parent was employed and had no 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 the employer 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	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
<b>Total Amount of Income Earned From Work</b>		<b>\$</b>

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**Certifications and Signatures**

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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, be sentenced to jail, or both.**

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Print Student's Name

\_\_\_\_\_

Student's ID Number

\_\_\_\_\_

Student's Signature\*

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's Signature\*

\_\_\_\_\_

Date

*\*In order to electronically sign this page, each individual's name must be typed and the last 4 digits of each Social Security Number must be included.*