



2019-2020

V1- Dependent Verification Worksheet

Your application was selected for review in a process called "Verification." In this process, the school will be comparing information from your Free Application for Federal Student Aid (FAFSA) with information from the finalized 2017 tax data, W-2 forms, and/or other financial documents. If there are differences between your FAFSA and your financial documents, the school will send corrections electronically to have your information reprocessed.

You are required by law to provide all necessary documents to complete Verification. Failure to comply will result in a non-disbursement of any potential grant funding.

A. Student's Information

Name: _____

Student ID: _____

Address: _____

Date of Birth: _____

City: _____ State: _____

Phone: _____

Student Email: _____

B. Family Information

List below the people in the student's household. Include:

- ✓ The student.
- ✓ Parent(s).
- ✓ Children; if the parent(s) 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 parent(s). **Parent(s) cannot include a child for which he/she pays child support monthly.**
- ✓ Other people; if they now live with the parent(s) and the parent(s) can obtain proof that they provide more than half of the other person's support and will continue to provide more than half of that person's support through June 30, 2020.
- ✓ **Parent's marital status (check one):** Single/Never Married ___ Married/Remarried ___ Divorced ___ Separated ___ Widowed ___
- ✓ Number in college; include in the space below information about any household member who is or will be enrolled at least half time in an undergraduate degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2019 and June 30, 2020 and include the name of the college.

Full Name	Age	Relationship	College
		<u>Self</u>	<u>USSA</u>
		<u>Parent</u>	

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



2019-2020

V1- Dependent Verification Worksheet

C. Tax Forms and Income Verification

Verification of 2017 Income Information for Student Tax Filers

Important Note: The instructions below apply to the student

Instructions: Complete this section if the student **filed** 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.
- The student is **unable or chooses not to use** the IRS DRT in FAFSA on the Web, but 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, click "Get Your Tax Record." 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, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- ✓ **IRS Automated Telephone Request** – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- ✓ **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Verification of 2017 Income Information for Parent(s) Tax Filers

Important Note: The instructions below apply to the student's parent(s), if the student is married. Notify the Office Financial Aid if the parent(s) is married, filed separate IRS income tax returns for 2017 or had a change in marital status after December 31, 2017.

Instructions: Complete this section if the parent(s) **filed** 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 FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

Check the box that applies:

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



2019-2020

V1- Dependent Verification Worksheet

A 2017 IRS Tax Return Transcript may be obtained through:

- ✓ **Get Transcript by MAIL** – Go to www.irs.gov, click "Get Your Tax Record." 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, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript."
- ✓ **IRS Automated Telephone Request** – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- ✓ **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form. If the parents are married and 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.

If the parent(s) is married and 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.

D. Verification of 2017 Income Information for Student and Parent(s) or Nontax Filers

The instructions and certifications below apply to the student and parent(s). Complete this section if the student or/and parent(s) are not required to file a 2017 income tax return with the IRS and will need to provide a statement of non-filing status.

Check the box that applies:

- The student was not employed and had no income earned from work in 2017.
- The parent(s) was not employed and had no income earned from work in 2017.
- The student and/or parent(s) 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 student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

Employer's Name or Untaxed Income*	W-2 Yes/No?	Annual Amount Earned in <u>2017</u>

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

***Untaxed Income includes:**

- Child support received.
- Housing, Food, Other living allowances for military/clergy.
- Veteran's Non-educational benefits (Disability, Death Pension, DIC).
- Other Untaxed Income Not Reported (Worker's comp, Disability, etc.).
- Money received or paid on your behalf not reported elsewhere (paid by other than custodial parent).

Please list untaxed income above.



2019-2020

V1- Dependent Verification Worksheet

E. Certification and Signatures

Certification and Signature

Each person signing below certifies that all of the information reported is complete and accurate.

NOTE: Incomplete forms will not be processed. Please check your student campus email for notification.

By signing this worksheet, we certify that all the information reported to qualify for federal student aid is complete and accurate. We also acknowledge that verification may result in a change in my current award package.

Student Signature

Date

Parent's Signature

Date

WARNING: According to the US Department of Education regulations, if you purposely give false or misleading information you may be fined, sentenced to jail, or both.