

Student Name: _____

Student ID Number: _____

2019-2020 Verification Worksheet

Dependent Student- Tracking Group V1

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	Student’s SSN or 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 people’s support and will continue to provide more than half of their support through June 30, 2020.

Number in College: Please include in the space 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 Least Half Time (Yes or No)
		Self	Manor College	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

Student Name: _____

Student ID Number: _____

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.

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.
- The student is unable or chooses 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:

- Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click on the “Get Transcript of Your Tax Records”. Click “Get Transcript ONLINE” or “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- IRS2Go App- Make sure to request the “Return Transcript” **NOT** the “Account Transcript”
Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

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 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 8–11 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. 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 employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. Provided 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, attach a separate page with the student’s name and Social Security Number at the top.

Employer’s Name	2017 Amount Earned	IRS W-2 Attached?
<i>ABC Shipping (example)</i>	<i>\$1,280</i>	<i>Yes</i>

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.

D. Parent’s Income Information to Be Verified

1. TAX RETURN FILERS

Student Name: _____

Student ID Number: _____

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.

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:

- Online Request - Go to www.irs.gov, under the Tools heading on the IRS homepage, click on the "Get Transcript of Your Tax Records". Click "Get Transcript ONLINE" or "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
- IRS2Go App- Make sure to request the "Return Transcript" **NOT** the "Account Transcript"
Apple Online Store at <https://itunes.apple.com/us/app/irs2go/id414113282?mt=8>
Google Play at <https://play.google.com/store/apps/details?id=gov.irs>

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 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 8–11 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 2016 IRS income tax returns, 2017 IRS Tax Return Transcripts 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. 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:

- Neither parent was 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, attach a separate page with the student's name and Social Security Number at the top.

Employer's Name	2017 Amount Earned	For Whom?	IRS W-2 Attached?
<i>Pro Auto</i>	<i>\$980</i>	<i>Father</i>	<i>Yes</i>

Note: We may require you to provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS.

Student Name: _____

Student ID Number: _____

E. Parent’s Other Information to Be Verified

1. SNAP Benefits, check the box that applies:

No one listed in the household received SNAP benefits in 2017 or 2018.

One of the persons listed in the household received SNAP benefits in 2017 or 2018.

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2017 or 2018.

2. Child Support Paid, check the box that applies:

No child support was paid for individuals outside of the household in 2018.

One (or both) of the student’s parents included in the household and/or the student paid child support in 2018 for a child not included in the parent(s) household. Provide in the space below the names of the persons who paid the child support, the names of the persons to whom the child support was paid, the names and ages of the children for whom child support was paid, and the total annual amount of child support that was paid in 2018 for each child.

If you need more space, attach a separate page that includes the student’s name and Social Security Number at the top.

Name of Person Who Paid Child Support	Name of Person to Whom Child Support Was Paid	Name of Child for Whom Support Was Paid	Age of Child for Whom Support Was Paid	Amount of Child Support
Joe Jones	Jane Doe	Jake Jones	5	\$6,000

Note: If we have reason to believe that the information regarding child support paid is inaccurate, we may require additional documentation, such as:

- A signed statement from the individual receiving the child support certifying the amount of child support received; or
- Copies of the child support payment checks, money order receipts, or similar records of electronic payment having been made.

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 both.**

The student and one parent must sign and date.

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.