

# 2019-2020 Verification Worksheet

## Independent 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 reported on your FAFSA. To verify that you provided correct information we 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 must complete and sign this worksheet, attach any required documents, and submit the form and other required documents your school. We 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. Student's Information

|   |            |      |  |
|---|------------|------|--|
| Student's Last Name                                   | First Name | M.I. | Student's Social Security Number         |
| Student's Street or Postal Address (include apt. no.) |            |      | Student's Date of Birth                  |
| City, State, Zip Code                                 |            |      | Student's Email Address                  |
| Student's Phone Number (include area code)            |            |      | Student's Alternate or Cell Phone Number |

### B. Number of Household Members and Number in College

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

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2019, through June 30, 2020, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of their 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 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.

### C. Verification of 2017 Income Information for Student Tax Filers

**Important Note:** The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse 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 student and spouse 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](http://FAFSA.gov).* In most cases, no further documentation is needed to verify 2017 IRS income tax return 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 or a signed copy of the 2017 territory tax return (Puerto Rico Tax Filers)**.

If the student and spouse filed separate 2017 IRS income tax returns, **2017 IRS Tax Return Transcripts** must be provided for both.

- \_\_\_\_\_ 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.

### D. Verification of 2017 Income Information for Student Non-Tax Filers

*The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2017 income tax return with the IRS. Provide official documentation from the IRS that indicates a 2017 IRS Income Tax Return was not filed with the IRS, for both student and spouse.*

**Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2017.
- Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS of other relevant tax authority.
  - \_\_\_\_\_ Check here if confirmation of non-filing is provided.
  - \_\_\_\_\_ Check here if confirmation of non-filing will be provided later.
- The student and/or spouse 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 W-2 form.

| Employer’s Name                   | 2017 Amount Earned | IRS W-2 Provided? | Relationship  |
|-----------------------------------|--------------------|-------------------|---------------|
| <i>(Example) Rico’s Pawn Shop</i> | <i>\$3,600.00</i>  | <i>No</i>         | <i>Spouse</i> |
|                                   |                    |                   |               |
|                                   |                    |                   |               |
|                                   |                    |                   |               |

### E. Other Untaxed Income for 2017

Additional Information:

Please provide information about any other resources, benefits, and other amounts received by the student and spouse. This may include items that were not required to be reported on the FAFSA or other forms submitted to the financial aid office, and include such things as Federal Veterans' Education benefits, Military Housing, SNAP, TANF, Social Security benefits, Child Support etc.

Comments:

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### F. Certification and Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Spouse's Signature (Optional)

\_\_\_\_\_  
Date

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