

2018 - 2019 Verification Worksheet – Dependent Student

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in process called verification. The law says that before disbursing 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 the financial aid office. We may ask for additional information, if necessary, for clarification. If you have questions about verification, contact the financial aid office as soon as possible so that your financial aid will not be delayed.

A. Dependent Student’s Information – Please fill in with the student’s information.

Student’s Last Name	First Name	M.I.	Student’s ID Number
Permanent Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip Code	Student’s Email Address
Student’s Home Phone Number (include area code)			Student’s Alternate or Cell Phone Number

B. Dependent Student’s Family Information – List the people in your parent(s) household.

Include:

- Yourself
- Your parent(s) you **live** with (including stepparent), and
- That parents’ other children, if your parent(s) will provide more than half of their support from July 1, 2018 through June 30, 2019, or the children would be required to provide parental information when applying for Federal Aid, and
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019.

Also, write in the name of the college for any noted above, excluding parent(s), who will be attending college at least half-time between July 1, 2018 and June 30, 2019, and will be enrolled in a degree, diploma, or certificate program.

Full Name	Age	Relationship	University/College	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Self</i>	<i>Central University</i>	<i>Yes</i>

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

C. Income Information to Be Verified

Important Note: If the student or parent(s) filed, or will file an Amended 2016 IRS tax return, please contact your financial aid administrator before completing this section.

1. **Tax Return Filers** – Complete this section if the student and/or parent(s), filed a 2016 income tax return with the IRS.

Check all that apply:

- The student has used the IRS Data Retrieval Tool.
- The parent has used the IRS Data Retrieval Tool.
- The student is unable or will not use the IRS Data Retrieval Tool. A **2016 IRS tax return transcript** is attached.
- The parent is unable or will not use the IRS Data Retrieval Tool. A **2016 IRS tax return transcript** is attached.

To obtain an IRS tax return transcript, go to www.irs.gov and click on the “Order a Return or Account Transcript” link, or call 800-908-9946. Make sure to request the “IRS tax return transcript.” It takes up to two weeks for IRS income information to be available for electronic IRS tax return files, and up to eight weeks for paper IRS tax return files.

2. **Tax Return Non-filers** – Complete this section if the student and/or parent(s), are not required to file a 2016 income tax return with the IRS.

Check all that apply:

- The student was not employed and did not earn income from work in 2016.
- The parent was not employed and did not earn income from work in 2016.
- The **student** was employed in 2016 and has listed below the names of all their employers, the amount earned from each and whether an IRS W-2 form is provided. *List every employer even if they did not issue an IRS W-2 form.*

Employer’s Name	IRS W-2 Provided?	2016 Amount Earned
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$2,000.00</i>

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

- The **parent(s)** was employed in 2016 and has listed below the names of all their employers, the amount earned from each and whether an IRS W-2 form is provided. *List every employer even if they did not issue an IRS W-2 form.*

Employer’s Name	IRS W-2 Provided?	2016 Amount Earned
<i>(Example) ABC’s Auto Body Shop</i>	<i>Yes</i>	<i>\$2,000.00</i>

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

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.

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

Student’s Signature

Date

Parent’s Signature

Date