

2020–2021 Verification Worksheet
 Dependent Student-Tracking Group V6

Your 2020–2021 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	Student’s M.I.	Student’s Social Security Number
Student’s 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 below the people in your parent(s)’ household. Include:
- Yourself and your parent(s) (including a stepparent) even if you do not live with your parent(s).
 - Your parent(s)’ other children if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if they do not live with your parent(s).
 - 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 through June 30, 2020.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2019, and June 30, 2019. *If more space is needed, attach a separate page with the student’s name and Student’s ID Number at the top.*

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

**C. Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps)
 Check the appropriate box below:**

- 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. If asked by the student’s school, I will provide documentation of the receipt of SNAP benefits during 2017 and/or 2018.

Student's Name: _____

Student's ID Number: _____

D. Child Support Paid

Check the appropriate box below:

- No child support was paid for individuals outside of the household in 2018.
- One (or both) of the student's parents listed in Section B of this worksheet paid child support in 2018. The parent has indicated below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names 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 asked by the school, I will provide documentation of the payment of child support. *If you need more space, attach a separate page that includes the student's name and Student's ID 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	Amount of Child Support Paid in 2018
<i>Marty Jones</i>	<i>Chris Smith (example)</i>	<i>Terry Jones</i>	<i>\$6,000.00</i>

E. Dependent Student's Income Information to Be Verified

1. TAX RETURN FILERS

Instructions: Complete this section if the student, filed or will file a 2018 income tax return. The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2018 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. In most cases, for electronic tax return filers, 2018 IRS income tax information for the IRS DRT is available within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS tax returns, the 2018 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2018 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.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into the student's FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2018 IRS income information into the student's FAFSA once the student has filed a 2018 IRS tax return.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a 2018 IRS Tax Transcript.

To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Get Transcript for Your Tax Records" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2018 IRS tax return was filed). You can also use the paper form, IRS Form 4506T-EZ or IRS Form 4506T. If you prefer the school to receive the tax transcript on your behalf, you may enter the school information in Section 5 of the form. In most cases, for electronic tax return filers, 2018 IRS income tax information for the IRS DRT is available within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS tax returns, the 2018 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2018 paper IRS income tax return has been received by the IRS.

- Check here if a 2018 IRS Tax Return Transcript(s) is provided.
- Check here if the 2018 IRS Tax Return Transcript(s) will be provided later. Verification cannot be completed until the IRS tax return transcript has been submitted to the student's school.

2. TAX RETURN NONFILERS

Complete this section if the student will not file and is not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2018. If a student has no income, please provide an **IRS document that clearly indicate that the IRS does not have a tax record on file for the tax year 2018 as acceptable documentation for verification of nonfiling.** This includes a Tax Return Transcript or a Tax Account Transcript that includes a message such as "no record of return filed or "no transcript on file".

Student's Name: _____

Student's ID Number: _____

- The student was employed in 2018 and has listed below the names of all the student's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2017 IRS W-2 forms issued to the student by 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 Student's ID Number at the top.*

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

F. Parent's Income Information to Be Verified

1. TAX RETURN FILERS

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate income tax returns for 2018 or had a change in marital status after the end of the 2018 tax year on December 31, 2018.

Instructions: Complete this section if the student's parent(s) filed or will file a 2018 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 FAFSA.gov. In most cases, no further documentation is needed to verify 2018 income information that was transferred in to the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic tax return filers, 2018 IRS income tax information for the IRS DRT is available within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS tax returns, the 2018 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2018 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.

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2018 IRS income information into the student's FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2018 IRS income information into the student's FAFSA once the parent's 2018 IRS tax return has been filed.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2018 IRS tax return transcript(s)**.
 To obtain an IRS tax return transcript, go to www.irs.gov and click on the "Get Transcript for Your Tax Records" link, or call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the 2018 IRS tax return was filed). You can also use the paper form, IRS Form 4506T-EZ or IRS Form 4506T. If you prefer the school to receive the tax transcript on your behalf, you may enter the school information in Section 5 of the form. In most cases, for electronic tax return filers, 2018 IRS income tax information for the IRS DRT is available within 2-3 weeks after the 2018 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2018 paper IRS tax returns, the 2018 IRS income tax return information is available for the IRS DRT within 8-11 weeks after the 2018 paper IRS income tax return has been received by the IRS.
 - Check here if an IRS tax return transcript(s) is attached to this worksheet.
 - Check here if IRS tax return transcript(s) will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript(s) has been submitted to the student's school.

2. TAX RETURN NONFILERS

Complete this section if the student's parent(s) will not file and is not required to file a 2018 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2018. If a student's parent(s) has no income, please provide an **IRS document that clearly indicate that the IRS does not have a tax record on file for the tax year 2018 as acceptable documentation for verification of nonfiling.** This includes a Tax Return Transcript or a Tax Account Transcript that includes a message such as "no record of return filed or "no transcript on file".
- The parent(s) was employed in 2018 and has listed below the names of all the parent's employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is attached. Attach copies of all 2018 IRS W-2 forms issued to the parent(s) by employer(s). *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 Student's ID Number at the top.*

Student's Name: _____

Student's ID Number: _____

Employer's Name	2018 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

G. Other Untaxed Income

Complete this section if you or your parents had untaxed income in 2018.

If any item does not apply enter "N/A" where a response is requested or enter "0" if an amount is requested/

Name of Person Who Paid Child Support	Type of Untaxed Income Received	Student Amount	Parent Amount
<i>Marty Jones</i>	<i>Money received or paid on student's behalf</i>	<i>\$500.00</i>	<i>\$0</i>
	Payments to tax-deferred pension and savings plans		
	Housing, food, and other living allowances paid to members of military, clergy		
	Veterans noneducation benefits		
	Money received or paid on the student's behalf		
	Other Untaxed income		

Other untaxed income includes: Untaxed income not reported elsewhere on this form, worker's compensation, disability, black lung benefits, untaxed portions of health savings accounts from IRS Form 1040 line 25, railroad retirement benefits etc.

Do not include: Student aid, earned income credit, additional child tax credit, TANF, untaxed social security benefits, SSI, WIA, combat pay, benefits from flexible spending arrangements, foreign income exclusion or credit for federal tax on special fuels.

H. Child Support Received

Complete this section if child support was received in 2018 for any children listed in your household.

Name of Person Who Received Child Support	Name of Child for Whom Support Was Paid	Amount of Child Support Received in 2018
<i>Joe Jones</i>	<i>Jim Jones</i>	<i>\$5,000</i>

Do not include foster care payments, adoption payments or any amount that was court ordered but not actually paid.

I. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent must sign and date.

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

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.