



**2020-2021 Verification Worksheet  
Dependent Student  
Tracking Group V1**

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 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 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 SSN or ID 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 |

**Number of Household Members and Number in College**

Number of Household Members: List below the people in the parent’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The parents’ other children if the parents will provide more than half of the children’s 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 a child does not live with the parents.
- Other people if they now live with the parents and the parents 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, 2021.

Number in College: Include in the space below information about any household member 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, 2020, and June 30, 2021, and 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 of No) |
|-----------|-----|--------------|---------|---|
|           |     | Self         |         |   |
|           |     |              |         |   |
|           |     |              |         |   |
|           |     |              |         |   |

Self 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.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

### Verification of 2018 Income Information for Parent Tax Filers

**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 2018 or had a change in marital status after December 31, 2019.

**Instructions:** Complete this section if the parents filed or will file a 2018 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 2018 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 parents has used the IRS DRT in FAFSA on the Web to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2018 IRS Tax Return Transcript(s).
- The parents will provide a complete copy of their 2018 federal income tax return

A **2018 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. 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 filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the **2018 IRS Tax Return Transcript(s)** must be provided for each.

\_\_\_\_ Check here if a 2018 IRS Tax Return Transcript(s) is provided.

\_\_\_\_ Check here if a 2018 IRS Tax Return Transcript(s) will be provided later.

**Verification of 2018 Income Information for Student Tax Filers**

**Important Note:** The instructions below apply to the student.

**Instructions:** Complete this section if the student filed or will file a 2018 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 2018 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 2018 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 2018 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, and instead will provide the school with a 2018 IRS Tax Return Transcript(s).
- The student will provide a complete copy of their 2018 federal income tax return.

A **2018 IRS Tax Return Transcript** may be obtained through:

- Get Transcript by MAIL – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE – Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and NOT the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. 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.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

### Verification of 2018 Income Information for Parent Nontax Filers

The instructions and certifications below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2018 income tax return with the IRS.

**Check the box that applies:**

- Neither parent was employed, and neither had income earned from work in 2018.
  
- One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2018 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.  
If more space is needed, provide a separate page with the student's name and ID number at the top.

| Employer's Name                         | IRS W-2 or an Equivalent Document Provided ? | Annual Amount Earned in 2018 |
|---|--|------------------------------|
| (Example) ABC's Auto Body Shop          | Yes  | \$4,500.00                   |
|   |  |                              |
|   |  |                              |
| Total Amount of Income Earned From Work |  | \$                           |

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority.

\_\_\_ Check here if confirmation of non-filing is provided.

\_\_\_ Check here if confirmation of non-filing will be provided later.

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

**Verification of 2018 Income Information for Student Nontax 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 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.
- The student was employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2018 IRS W-2 forms issued to the student by their employers]. List every employer even if the employer did not issue an IRS W-2 form.  
If more space is needed, provide a separate page with the student’s name and ID number at the top.

| Employer’s Name                         | IRS W-2 or an Equivalent Document Provided ? | Annual Amount Earned in 2018 |
|---|--|------------------------------|
| (Example) ABC’s Auto Body Shop          | Yes  | \$4,500.00                   |
|   |  |                              |
|   |  |                              |
| Total Amount of Income Earned From Work |  | \$                           |

**Certifications and Signatures**

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

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.

\_\_\_\_\_  
Print Student’s Name

\_\_\_\_\_  
Student’s ID Number

\_\_\_\_\_  
Student’s Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date