



# 2018-2019 Verification Worksheet for Dependent Student

Your 2018-2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before disbursing Federal Student Aid, your school must confirm certain information reported on your FAFSA.

The student and at least one parent must complete and sign this worksheet. Submit the form and other required documents to your college’s Financial Aid Office. If additional information is required, it will be specified online within the Financial Aid pages of Banner Self-Service, so check frequently for updates and any outstanding requirements.

To verify that FAFSA information is correct, the financial aid administrator at your college will compare your FAFSA with the information on this worksheet and any other required documents. If there are differences, your FAFSA information may be corrected. If you have questions, contact your college’s Financial Aid Office as soon as possible to avoid delays in receiving your aid.

## A. Dependent Student’s Information

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

## B. Dependent Student’s Family/Household Information

In the table below, list the people in the student’s parent(s)’ household. Include:

- Student (list first)
- Parent(s) (including a stepparent) even if the student does not live with the parents
  - If parents are divorced, include information about the parent(s) & household in which the student resides most often.
- Parent(s)’ other children if the parent(s) will provide more than half of their support from July 1, 2018, through June 30, 2019, -OR- if the other children would be required to provide parental information if they were completing a FAFSA for 2018–2019. Include children who meet either of these standards, even if they do not live with the parent(s).
- Other people if they now live with the parent(s) and the parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2019.

**College Information:** Include the name of the college/school for any listed household member who is, or who will be, enrolled at least half time (6 credits or more) in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019. Additional documentation may be required.

Full Name	Age	Relationship to Student	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>		

*If more space is needed, include an additional page with the student’s name and Student ID # at the top.*

Student's Name: \_\_\_\_\_ Student/ Banner ID: \_\_\_\_\_

**C. Filers Only: Verification of 2016 Income Information for Dependent Student Tax Return Filers**

**Instructions: Complete this section only if the student filed or will file a 2016 IRS income tax return.** If the student did not file and was not required to file a 2016 return, complete section E instead.

**For Tax Return Filers, check the box below that applies:**

- The student has already used the **IRS Data Retrieval Tool (IRS DRT)** in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA and has made no changes to that IRS data. *Note: The IRS DRT that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).*
- The student instead will provide the school a 2016 IRS Tax Return Transcript of the student's return.

\_\_\_ Check here if a copy of the student's the student's IRS Tax Return Transcript is included with this worksheet.

\_\_\_ Check here if a copy of the student's he student's IRS Tax Return Transcript will be submitted to the school later.

*For more information, see separate document Providing Income and Tax Information When Your FAFSA is Selected for Verification*

**D. Filers Only: Verification of 2016 Income Information for Parent Tax Return Filers**

**Instructions: Complete this section only if the parent(s) filed or will file a 2016 IRS income tax return(s).** Information for each parent in the household must be included. If the parent(s) did not file and were not required to file a 2016 return, complete section F instead.

**For Tax Return Filers, check the box below that applies:**

- The parent(s) have already used the **IRS Data Retrieval Tool (IRS DRT)** in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA and have made no changes to that IRS data. *Note: The IRS DRT that is part of FAFSA on the Web at [FAFSA.gov](http://FAFSA.gov).*
- The parent(s) instead will provide the school a 2016 IRS Tax Return Transcript of the parent(s)' return.

\_\_\_ Check here if the parent(s)' IRS Tax Return Transcript(s) are included with this worksheet.

\_\_\_ Check here if the parent(s)' IRS Tax Return Transcript(s) will be submitted to the school later.

*For more information, see separate document Providing Income and Tax Information When Your FAFSA is Selected for Verification*

**Please do not forget to sign and date the last page of this document.**

Student's Name: \_\_\_\_\_ Student/ Banner ID: \_\_\_\_\_

**E. Non-Filers Only: Verification of 2016 Income for Dependent Student Not Required to File a Tax Return**

**Instructions: Complete this section only if the student will not file AND is not required to file a 2016 IRS income tax return.** If the student did/will file a 2016 return or is required to file, skip this section and complete Section C and associated requirements instead.

*For information about filing requirements, review "Do I Need to File a Tax Return?" on [www.irs.gov](http://www.irs.gov).*

**For Non-Filers, check the box below that applies:**

- The student was not employed and had no income earned from work in 2016.
- The student did not file and was not required to file, but was employed in 2016 and has listed in the chart below the names of all the student's employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is included.

**Additional Requirement for Non-Filers Only:**

**Provide copies of all 2016 IRS W-2 forms issued to the student by employers.**

*List every employer below, even if they did not issue an IRS W-2 form.*

Student's Employer's Name	2016 Amount Earned	IRS W-2 Provided?
<i>(example) Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

*If more space is needed, include an additional page with the student's name and Student ID # at the top.*

**Please do not forget to sign and date the last page of this document.**

Student's Name: \_\_\_\_\_ Student/ Banner ID: \_\_\_\_\_

**F. Non-Filers Only: Verification of 2016 Income for Parent(s) Not Required to File a Tax Return**

**Instructions: Complete this section only if the parent(s) will not file AND are not required to file a 2016 IRS income tax return(s).** Information for each parent in the household must be included. If the parent(s) did/will file a 2016 return or are required to file, skip this section and complete Section D and associated requirements instead.

*For information about filing requirements, review "Do I Need to File a Tax Return?" on [www.irs.gov](http://www.irs.gov).*

**For Non-Filers, check the box below that applies:**

- The parent(s) were not employed and had no income earned from work in 2016.
- The parent(s) did not file and were not required to file, but were employed in 2016 and have listed in the chart below the names of all the parent(s)' employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is included.

**Additional Requirement for Non-Filers Only:**

**Provide copies of all 2016 IRS W-2 forms issued to the parent(s) by employers.**

*List every employer below, even if they did not issue an IRS W-2 form.*

Parent(s)' Employer's Name	2016 Amount Earned	IRS W-2 Provided?
<i>(example) Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

*If more space is needed, include an additional page with the student's name and Student ID # at the top.*

**Please do not forget to sign and date the last page of this document.**

**G. Certification and Signatures**

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

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

The student and one parent whose information is reported on the FAFSA must sign and date below.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

*Submit this worksheet and any other required documentation to the financial aid administrator at your college.*

*Illegible or missing information will delay processing and awarding of financial aid.*

*Ensure that all relevant sections are completed. If a section does not apply to you, mark it as "N/A" or "Not Applicable."*