

# 2019-2020 Verification Worksheet – Dependent Student

Your 2019–2020 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, 2019 through June 30, 2020, **and/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, 2019 through June 30, 2020.

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, 2019 and June 30, 2020, 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>self</i>	<i>Caldwell 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. Student Income Information to Be Verified – check the box that applies:**

- I used the IRS Data Retrieval process when completing/updating the 2019-20 FAFSA.
- My **2017 Federal IRS Tax Return Transcript** is attached.
- I will not file and am not required to file a 2017 Federal tax return. If you did not file a tax return, but had earnings from work, list below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided.

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 Provided?	Annual Amount Earned in 2017

**D. Parent Income Information to Be Verified – check the box that applies:**

- My parent(s) used the IRS Data Retrieval process when completing/updating the 2019-20 FAFSA. **\*\*If the parents filed separate 2017 Federal Tax Returns, the IRS DRT cannot be used and the 2017 IRS Tax Return Transcript(s) must be provided for each.**
- My parent(s) **2017 Federal IRS Tax Return Transcript(s)** is attached.
- My parent(s) will not file and are not required to file a 2017 Federal tax return. If your parent(s) did not file a tax return, but had earnings from work, list below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form is provided. An **IRS Verification of Non-filing Letter** must be obtained from the IRS and submitted to the Financial Aid Office.

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 Provided?	Annual Amount Earned in 2017

**A 2017 IRS Tax Return Transcript or Verification of Non-filing (for Parents only)** may be obtained through:

- 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.
- 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.
- Automated Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>)

**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