

2019-2020 Verification Worksheet – DEPENDENT STUDENT

Your 2019–2020 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, 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 us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

A. Student's Information

Student's Last Name	First Name	M.I.	Student's Social Security Number	Student's Date of Birth
Student's Street Address (include apt. no.)			Student's Primary Phone Number	
City, State, Zip Code			Student's Alternate or Cell Phone Number	
Student Activities/leadership positions			Student's Occupational Goals	
Parent 1 Occupation			Parent 2 Occupation	

B. Student's Household Information

In the chart below include:

- Yourself
- Your parent(s) (including step-parent); do not include your non-custodial parent
- Your parents' other dependent children if your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020
- Other people only if they live with your parent(s) and your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020
- College information for those students attending at least half-time or more during 2019-2020 in a program leading to a degree, diploma, or certificate [full time: F/T; half time: H/T]
- Please add lines for other family members, if necessary

Full Name	Date of Birth	Relationship to student	School/College in 2019-2020	Grade Level in 2019-2020 *	F/T H/T
1. student:	/ /	Yourself	Wooster		
2.	/ /				
3.	/ /				
4.	/ /				
5.	/ /				

*Codes for Grade Level past high school:

- | | | | |
|---|------------------------------------|------------------------------------|---|
| 0 = 1 st year/never attended | 2 = 2 nd year/sophomore | 4 = 4 th year/senior | 6 = 1 st year grad/prof school |
| 1 = 1 st year/attended | 3 = 3 rd year/junior | 5 = 5 th year/undergrad | 7 = Continuing grad/prof school |

c. Student's Income Information

If the student **filed** a federal IRS income tax return for 2017, complete **Section 1** only.
If the student **DID NOT file** a federal income tax return for 2017, complete **Section 2** only.

DO NOT COMPLETE BOTH SECTIONS. Only complete Section 1 OR Section 2.

SECTION 1 – Student Filed 2017 Federal IRS Income Tax Return

Check only the box that applies:

- The student **has used** the **IRS Data Retrieval Tool (DRT)** in *FAFSA on the Web* to transfer 2017 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 2017 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 Financial Aid Office with a **SIGNED copy of their 2017 Federal Tax Return(1040)**.

SECTION 2 – Student DID NOT File a 2017 Federal IRS Income Tax Return

- The student was **NOT EMPLOYED** and had **NO INCOME** earned from work in 2017.
- The student was employed in 2017 and earned income, but was **NOT REQUIRED** to, and **DID NOT, file a 2017 federal income tax return**. The student will verify this by completing **ALL** of the following:

1. **Completing the grid below.** List the names of all the student's employers, the amount earned from each employer in 2017, and whether an IRS W-2 form was received.
2. **Submitting copies of all 2017 IRS W-2 forms** issued to the student's employers to the Financial Aid Office.

Employer's Name	2017 Amount Earned	Did You Receive a W-2?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

D. Parent Income Information

If the parent(s) **filed** a federal IRS income tax return for 2017, complete **Section 1** only.
If the parent(s) **DID NOT file** a federal income tax return for 2017, complete **Section 2** only.

DO NOT COMPLETE BOTH SECTIONS. Only complete Section 1 OR Section 2.

SECTION 1 – Parent(s) Filed 2017 Federal IRS Income Tax Return

Check only the box that applies:

- The parents **have used the IRS Data Retrieval Tool (DRT)** in *FAFSA on the Web* to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The parents **have not yet used the IRS DRT** in *FAFSA on the Web*, but will use the tool to transfer 2017 IRS income tax return information into the student’s FAFSA.
- The parent(s) is **unable or chooses not to use the IRS DRT** in *FAFSA on the Web*, and instead will provide the Financial Aid Office with a **SIGNED copy of their 2017 Federal Tax Return (1040)**.

SECTION 2 – Parent(s) DID NOT File a 2017 Federal IRS Income Tax Return

Check only the box that applies:

- The parents were **NOT EMPLOYED** and had **NO INCOME** earned from work in 2017. The parents will verify this by **submitting a Verification of Non-Filing Letter from the IRS** to the Financial Aid Office,
- The parents were employed in 2017 and earned income, but were **NOT REQUIRED** to, and **DID NOT, file a 2017 federal income tax return**. The parents will verify this by completing **ALL** of the following:
1. **Completing the grid below.** List the names of all the parents’ employers, the amount earned from each employer in 2017, and whether an IRS W-2 form was received.
 2. **Submitting copies of all 2017 IRS W-2 forms** issued to the parents’ employers to the Financial Aid Office.
 3. **Submitting a Verification of Non-Filing Letter from the IRS** to the Financial Aid Office.

Employer’s Name	2017 Amount Earned	Did You Receive a W-2?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

E. Certifications and Signatures

The student and one parent whose information was reported on the FAFSA must sign and date. Each person signing below certifies that all of the information reported is complete and correct.

Print Student's Name

Student's Signature

Date

Parent's Signature

Date