

# 2020-2021 Verification Worksheet

## Dependent Student



Your 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 Phone Number (include area code)			_____ Student's Alternate Phone Number

### B. Number of Household Members and Number in College:

#### 1. List below the people in the parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- 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 criteria even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other people's support and will continue to provide more than half of their support through June 30, 2021.

#### 2. **Number in College:** Include in the space below information about any household member who is, or will be, enrolled at least half time, **exclude parent(s)**, 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	List College Attending <b>exclude parent(s)</b>	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>		

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.

**C. PARENT TAX RETURN FILERS - (If parent did not and will not file a tax return, go to next page).**

**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, filed an **AMENDED** 2018 IRS tax return 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 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](http://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 have used the IRS DRT in *FAFSA on the Web* to transfer 2018 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 2018 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose 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) or a signed copy of the 2018 income tax return and applicable schedules.**

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

- **Get Transcript ONLINE** – Go to [www.irs.gov](http://www.irs.gov), under “Get Your Tax Record” heading, click “Get Transcript ONLINE.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Get Transcript by MAIL** – Go to [www.irs.gov](http://www.irs.gov), under “Get Your Tax Record” heading, click “Get Transcript by MAIL.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.”
- **Automated Telephone Request** – 1-800-908-9946 or 1-800-829-1040 to fax requested document to SEARK
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T

In most cases, for electronic tax return filers, 2018 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript 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 income tax returns, the 2018 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 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 or obtaining an IRS Tax Return Transcript.

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 **or a signed copy of the 2018 Income tax return and applicable schedules** is provided.
- \_\_\_\_\_ Check here if a **2018 IRS Tax Return Transcript(s)** will be provided later **or a signed copy of the 2018 income tax return and applicable schedules** will be provided later.

**Student's Name:** \_\_\_\_\_ **SSN or ID:** \_\_\_\_\_

**D. PARENT NON-TAX FILERS—ONLY** 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. If parent (s) filed a tax return, complete Section C.**

**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 is provided. [Provide copies of all 2018 IRS W-2 forms issued to the parents 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 Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**Parent(s) must provide documentation from the IRS** or other relevant tax authority dated on or after **October 1, 2019** that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority. A 2018 non-tax filing verification form may be obtained by 1) **Automated Telephone Request** – 1-800-908-9946 or 1-800-829-1040 to fax requested document to SEARK or 2) **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T, available in the Financial Aid Office or online at [www.irs.gov](http://www.irs.gov).

- \_\_\_\_\_ Check here if confirmation of non-filing is provided or a signed statement is provided.
- \_\_\_\_\_ Check here if confirmation of non-filing will be provided later or a signed statement is provided.

**E. Student Non-Tax Filers. If you filed a tax return, continue to the next page.**

The instructions and certifications below apply to the student. 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.
- The student was employed in 2018 and has listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form 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 Provided?	Annual Amount Earned in 2018
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**F. STUDENT TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2018 IRS tax return, or had a change in marital status after December 31, 2018, the student must contact the financial aid office before completing this section.

**Instructions:** Complete this section if the student and spouse 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](http://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 the school with a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 income tax return and applicable schedules.**

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If the student and spouse 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 **or a signed copy of the 2018 Income tax return and applicable schedules** is provided.
- \_\_\_\_\_ Check here if a **2018 IRS Tax Return Transcript(s)** will be provided later **or a signed copy of the 2018 income tax return and applicable schedules** will be provided later.

**G. Certification 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 must sign and date.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Return to the SEARK Financial Aid Office, by email, fax, regular mail, or in person.  
E-Mail: [finaid@seark.edu](mailto:finaid@seark.edu); Fax: (870) 850-8516