

# 2019-2020 Verification Worksheet

## Independent Student – University of Dubuque – Standard (V1)

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, 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. INDEPENDENT STUDENT’S INFORMATION

Student’s Last Name	Student’s First Name	Student’s M.I.	Student ID Number
Student’s Street Address (include apt. #)			Student’s Date of Birth
City	State	Zip Code	Student’s E-Mail Address
Student’s Home Phone Number (include Area Code)			Student’s Alternative or Cell Phone Number

### B. INDEPENDENT STUDENT’S FAMILY INFORMATION

List the people in your household. Include:

- Yourself;
- Your spouse, if you are married;
- Your children, if you will provide more than half of the child’s support from July 1, 2019 through June 30, 2020, or if the child would be required to provide your information if they were completing a 2019-2020 FAFSA. Include children who meet either of these standards, even if a child does not live with you.
- Other people if they now live with you and you 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, 2020.

Name (First and Last)	Age	Relationship to Student	Name of College Attending in 2019-2020 (If student is enrolled at least half-time.)
		Self	University of Dubuque

Attach additional sheets of paper if necessary to include additional family members.

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

### C. INDEPENDENT STUDENT'S INCOME INFORMATION

Check the applicable box and then follow the corresponding instructions.

- STUDENT filed taxes in 2017. Complete Option A.
- STUDENT was not required to file taxes, but did earn wages from working in 2017. Complete Option B & C.
- STUDENT was not required to file taxes, was not employed, and had no income earned from work in 2017. Complete Option C.

#### OPTION A:

The best way to verify income is by using the **IRS Data Retrieval Tool** that is part of the online FAFSA. If the student has not already used the tool, go to [www.FAFSA.gov](http://www.FAFSA.gov), log in to the student's FAFSA, select "Make FAFSA Corrections," and navigate to the Financial Information section. From there, follow the instructions to determine if the student is eligible to use the IRS Data Retrieval Tool to transfer 2017 IRS income tax information into the student's FAFSA.

If you are unable to use the IRS Data Retrieval Tool, then you must go to [www.irs.gov](http://www.irs.gov) and print an official 2017 IRS Tax Return Transcript. (**NOTE:** There is a Tax Account Transcript, but we cannot use that form.)

#### Check the box that applies:

- Used the IRS Data Retrieval Tool on \_\_\_\_\_
- IRS Tax Return Transcript is attached. Write the student's name and ID number on the transcript before sending.

#### OPTION B:

Only complete this section if you did not file taxes. List all names of employers and the amount earned for each job. Attach the 2017 W2s supporting this information.

Employer's Name	Student's or Spouse's Employer?	2017 Wages Earned	W2 Attached
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

#### OPTION C:

Provide documentation such as a "Verification of Non-Filing Letter" from the IRS or other relevant tax authority dated on or after October 1, 2018 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority. A "Verification of Non-Filing Letter" can be obtained at [www.irs.gov](http://www.irs.gov).

### D. CERTIFICATION AND SIGNATURES

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

I certify that all of the information reported on this worksheet is complete and correct. **The student must sign and date this worksheet. If married, the spouse's signature is optional.** **NOTE:** If **e-signing**, simply type your name and last 4-digits of your social security number and return it to us via e-mail; otherwise, print this out, sign and date it, then either fax it or mail it back to us (fax/address listed below).

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

\_\_\_\_\_  
Last 4-digits of SS#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Last 4-digits of SS#

\_\_\_\_\_  
Date

**Submit this worksheet to:**

**University of Dubuque - Office of Financial Planning – Melissa Schmitt - 2000 University Ave. - Dubuque, IA 52001**  
Phone: (563)589-3169 FAX: (563)589-3690 Email: [mschmitt@dbq.edu](mailto:mschmitt@dbq.edu)