

# 2017-2018 Verification Worksheet

## *Dependent Student – University of Dubuque – Standard (V1)*

Your 2017-2018 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. Dependent Student’s Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student’s SSN
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. Dependent Student’s Family Information

#### WHO TO INCLUDE IN THIS SECTION:

- **YOURSELF AND YOUR PARENT(S)** including a step-parent(s) even if you don’t live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2017, through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017-2018. **Include children who meet either of these standards, even if they do not live with your parent(s).**
- 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 through June 30, 2018.
- Include the name of the college for any household member, **EXCLUDING PARENT(S)**, who will be enrolled, **at least half time** in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017, and June 30, 2018. *If more space is needed, attach a separate page with the student’s name and Social Security Number at the top.*

FULL NAME	AGE	RELATIONSHIP	COLLEGE ATTENDING in 2017-2018 <small>(only list college if student is less than 24 years of age)</small>	ENROLLED at LEAST HALF TIME in ‘17- ‘18? Y/N
		(SELF)	University of Dubuque	

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

**C. STUDENT INCOME INFORMATION:** Check the applicable box and follow the corresponding instructions.

- STUDENT filed taxes in 2015. Complete **Option A**, then go to **Section D**.
- STUDENT did **not** file taxes and is not required to file taxes, but did earn wages from working. Complete **Option B**, then go to **Section D**.
- STUDENT was not employed and had no income earned from work in 2015. Skip to **Section D**.

**OPTION A:** Provide a signed copy of the student’s 2015 Taxes or a copy of the student’s 2015 IRS Tax Return Transcript. An IRS Tax Return Transcript can be requested at [www.irs.gov](http://www.irs.gov), or by calling 1-800-908-9946, or by completing and mailing or faxing IRS Form 4506-T. (Note: An IRS Tax Account Transcript is not acceptable for verification purposes.)

- Check box that applies:
- Signed IRS Tax Return is Attached
  - IRS Tax Return Transcript is Attached

**OPTION B:** Only complete this section if you did **not** file taxes. List the names of all employers and the amount earned for each job in 2015. A Form W-2 from 2015 must be attached for each employer listed.

Employer’s Name	2015 Wages Earned

**D. PARENT INCOME INFORMATION:** Check the applicable box and follow the corresponding instructions.

- PARENT filed taxes in 2015. Complete **Option A**, then go to **Section E**.
- PARENT did **not** file taxes and is not required to file taxes, but did earn wages from working. Complete **Option B**, then go to **Section E**.
- PARENT was not employed and had no income earned from work in 2015. Skip to **Section E**.

**OPTION A:** Provide a signed copy of the parent’s 2015 Taxes or a copy of the parent’s 2015 IRS Tax Return Transcript. An IRS Tax Return Transcript can be requested at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946, or by completing and mailing or faxing IRS Form 4506-T. (Note: An IRS Tax Account Transcript is not acceptable for verification purposes.)

- Check box that applies:
- Signed IRS Tax Return is Attached
  - IRS Tax Return Transcript is Attached

**OPTION B:** Only complete this section if you did **not** file taxes. List the names of all employers and the amount earned for each job in 2015. A Form W-2 from 2015 must be attached for each employer listed.

Employer’s Name	2015 Wages Earned

